All Statute, Ordinance and Regulation text as at 1st September 2026

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Statutes

Section 1 - Definitions

1. In these Statutes:-

“University" means the University of Keele.

"Charter" means the Charter of the University.

"Council" means the Council of the University.

"Senate" means the Senate of the University.

"Boards of Studies" means Boards of Studies of the University.

"Faculties" means Faculties of the University.

"Graduates" means Graduates of the University.

"Undergraduates" means Undergraduates of the University.

"Student" means any Student of the University following an undergraduate or postgraduate course.

"Statutes" means all the Statutes of the University.

"Ordinances" means Ordinances made pursuant to the Charter or Statutes.

"Regulations" means Regulations made pursuant to the Charter, Statutes or Ordinances.

"Electoral roll" means all Professors, Readers, Senior Lecturers (other than such Professors, Readers and Senior Lecturers as shall be ex officio members of the Senate), Lecturers; and University Senior Research Fellows and University Research Fellows either having been in the employment of the University for three years or more or having a duration of appointment of three years or more.

”Academic year” means a period of 12 months between dates to be determined by Ordinance. The academic year shall be divided into terms or semesters or such other periods as shall be determined by Ordinance.

"Academic staff" means the Professors, Readers, Senior Lecturers, Lecturers and such other staff as may be prescribed by Ordinance.

"Suspension" means that a Student who has been suspended under the provisions of Regulation B8 may not, for the period of suspension, attend any examination, lecture, tutorial, seminar, class or other course, nor receive any formal academic instruction except as specified by the Deputy Vice-Chancellor. In all other respects the Student shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University."

2. Words defined in the Charter or the Statutes shall have the same meaning in the Ordinances and the Regulations unless the context otherwise requires.

Section 2 - The Members of the University

1. The following persons shall be Members of the University:-

The Emeritus Professors.

All other employees of the University.

The Graduates.

The Students.

2. Membership of the University shall continue so long only as one at least of the qualifications above enumerated shall continue to be possessed by the individual Member.

3. The Council on the recommendation of the Senate shall have the power to declare such other persons Members of the University as it shall deem fit.

Section 3 - The Chancellor

1. The Successors to the first Chancellor shall be elected by the Council.

2. The Chancellor shall hold office for a period of five years or until resignation, whichever is the earlier, and shall be eligible for re-election.

3. The Chancellor may resign by writing addressed to the Council.

Section 4 - The Pro-Chancellor

1. The Pro-Chancellor shall hold office for five years or until resignation, whichever shall be the earlier, and shall be eligible for re-election.

2. The successors of the first Pro-Chancellor shall be elected by the Council.

3. The Pro-Chancellor may resign by writing addressed to the Council.

4. The Pro-Chancellor shall be neither a member of staff nor a student of the University

Section 5 - The Deputy Pro-Chancellors

1. The first Deputy Pro-Chancellors shall hold office for three years and shall be eligible for re-election.

2. The successors to the first Deputy Pro-Chancellors shall be elected by the Council.

3. The successors to the first Deputy Pro-Chancellors shall respectively hold office for four years or until their respective resignations, whichever shall be the earlier, and shall be eligible for re-election.

4. A Deputy Pro-Chancellor may resign by writing to the Council.

5. The Deputy Pro-Chancellors shall be neither a member of staff nor a student of the University

Section 6 - The Vice-Chancellor

1. The successors to the first Vice-Chancellor shall be appointed by the Council. The Council, however, shall not make such an appointment except on the recommendation of the Senate and after considering a report from a Joint Committee of the Council and the Senate.

2. Subject to Section 31 the Vice-Chancellor shall hold office for such period and under such conditions as shall from time to time be determined by Statute or Ordinance.

3. The Vice-Chancellor shall have a general responsibility to the Council for maintaining and promoting the efficiency and good order of the University.

4. The Vice-Chancellor may resign by writing addressed to the Council.

Section 7 - The Treasurer

1. The successors to the first Treasurer shall be elected by the Council.

2. The Treasurer shall hold office for four years and shall be eligible for re-election.

3. The Treasurer shall perform such duties as may be determined by the Council.

4. The Treasurer may resign by writing addressed to the Council.

5. The Treasurer shall be neither a member of staff nor a student of the University.

Section 8 - The Deputy Vice-Chancellor and Provost

1. The Deputy Vice-Chancellor and Provost shall be appointed by the Council. The Council, however, shall not make such an appointment except on the recommendation of the Senate and after considering a report from a Joint Committee of the Council and the Senate.

2. The Deputy Vice-Chancellor and Provost shall hold office for such periods and upon such conditions as shall from time to time be prescribed by Ordinance.

3. The Deputy Vice-Chancellor and Provost shall be the direct deputy of the Vice-Chancellor and be responsible to the Vice-Chancellor for the leadership of the academic progress of the University. The Deputy Vice-Chancellor and Provost shall act for the Vice-Chancellor in their absence or during a vacancy in that office and in such matters as may be from time to time entrusted in the Deputy Vice-Chancellor and Provost by the Vice-Chancellor

4. The Deputy Vice-Chancellor and Provost may resign in writing addressed to the Council.

Section 9 - The Deans, Chairs of Boards of Studies and Faculties

1. Each Board of Studies and Faculty shall have a Dean who shall act as Chair.

2. The Dean of each Board of Studies and Faculty shall be appointed by the Council, on the nomination of a joint appointing committee of Council and Senate.

3. The Dean of each Board and Faculty shall hold office for such period and upon such conditions as to re-appointment or otherwise as shall from time to time be prescribed by Ordinance.

4. The Dean of each Board and Faculty shall be an ex officio member of all committees of the Board or Faculty and shall present candidates for degrees (except Honorary Degrees) in the subjects of the Board or Faculty.

5. The Dean of each Faculty may be instructed by the Vice-Chancellor or the Deputy Vice-Chancellor and Provost to take a specific institutional leadership role outside their role in the Board of Studies and Faculty. Where this is the case the formal title of Dean will change to Pro Vice-Chancellor and Dean.

6. A Dean may resign office by writing addressed to the Council.

Section 10 - The Secretary to Council

1. The Council shall from time to time appoint a Secretary to Council with such duties at such remuneration and (subject to Section 31) upon such terms and conditions as it shall deem fit. The Council, however, shall not make such an appointment except on the recommendation of the Senate and after considering a report from a Joint Committee of the Council and the Senate.

2. The Secretary to Council shall be responsible for providing secretarial services for the Council.

Section 11 - The Librarian

1. The Council shall from time to time on the recommendation of the Senate appoint a Librarian of the University with such duties at such remuneration and (subject to Section 31) upon such terms and conditions as it shall deem fit.

Section 12 - The Academic Registrar and Director of Student and Academic Services

1. The Council shall from time to time on the recommendation of the Senate appoint an Academic Registrar of the University with such duties at such remuneration and upon such terms and conditions as it shall deem fit.

2. The Academic Registrar shall be the Secretary to the Senate.

Section 13 - Other Officers

1. The Council shall from time to time appoint such other Officers as may be deemed necessary with such duties at such remuneration and upon such terms and conditions as the Council shall deem fit provided that no Academic Officer shall be appointed except on the recommendation of the Senate.

Section 14 - The External Auditor

1. The Council shall from time to time appoint an external Auditor (auditors). Every such Auditor shall be a member of a body of accountants established in the United Kingdom and for the time being recognised for the purposes of paragraph (a) of subsection (I) of section 161 of the Companies Act 1948 by the Secretary of State for Trade. No person shall be appointed Auditor who is or connected persons are, a member of the Council or staff of the University.

2. Auditors appointed by the University shall hold office for three years and shall be eligible for re-appointment and shall receive such remuneration as may be determined by the Council.

3. Auditors appointed by the University shall have a right of access at all reasonable times to the files, books, records and accounts of the University and shall be entitled to require from the Officers of the University such information and explanations as may be necessary for the performance of their duties.

4. Auditors appointed by the University may resign by writing addressed to the Council.

5. Auditors appointed by the University shall make a report to the Council at least once in each year.

Section 15 - Honorary Legal Consultant

1. The Council may appoint an Honorary Legal Consultant to the University who shall hold office for three years and shall be eligible for re-appointment.

Section 16 - The Council

1. The Council shall consist of the following members, namely:-

(a) Class1 - Ex Officio

The Chancellor (if they so choose), the Pro-Chancellor, the Deputy Pro-Chancellors, the Vice-Chancellor, the Treasurer and the Deputy Vice-Chancellor and Provost.

(b) Class 2 - Members of University Staff

(i) One academic member of staff of the Senate being from each Faculty to be elected by the electoral roll in a manner prescribed by Ordinance.

(ii) One representative of the non-academic employees of the University to be appointed by the non-academic University employees in a manner prescribed by Ordinance.

(c) Class 3 – Lay Members - Members of the Council who are neither a member of staff nor a student of the University

Such additional number of Lay Members to be appointed by the Council who, when counted with the Ex Officio members of Council who are also Lay Members shall ensure that there shall at all times (save where a casual vacancy occurs) be at least 12 and not more than 15 Lay Members and a majority on Council of Lay Members

(d) Class 4 - Students

The Union Development and Democracy Officer of the Students' Union and the President of the Association of Postgraduate Students.

2. Members of the Council included in Class 1 and 4 shall hold office while they occupy the positions named respectively.

3. Members of the Council included in Class 3 and 4 shall hold office for four years or for such shorter period as may be determined by Ordinance, subject to a maximum of two full terms of office, but not exceeding 10 years in total.

4. All casual vacancies in Class 3 may be filled by the Council. All other casual vacancies shall be filled by the body or electoral roll which appointed the member

5. Except as otherwise provided in the Statutes, any member of the Council may resign at any time by writing addressed to the Secretary to Council.

6. In order for there to be a quorum at any meeting of Council or any of its committees, a majority of the members present shall be lay members.

Section 17 - Powers of the Council

Subject to the Charter and the Statutes the Council shall in addition to all other powers vested in it have the following powers:-

1. To elect a Vice-Chair who shall hold office for three years and shall be eligible for re-election.

2. To appoint the Pro-Chancellor, Deputy Pro-Chancellor, the Treasurer, members of the Council as provided for under Section 16, Clause 1, Class 3 and the Auditors and the Honorary Legal Consultant.

3. To appoint the Chancellor, Vice-Chancellor, Deputy Vice-Chancellor and Provost, Professors, Heads of Departments/ Schools, Readers, Senior Lecturers, Lecturers, Secretary to Council, Librarian and such other Officers of the University as may be found desirable provided that the Council shall not appoint any Vice-Chancellor or Secretary to Council except on the recommendation of the Senate and after considering a report from a Joint Committee of the Council and the Senate. Appointment of a Deputy Vice-Chancellor and Provost, Professor, Head of Department/School, Reader, Senior Lecturer, Lecturer, Librarian, Academic Registrar or other Academic Officer shall be on the recommendation of the Senate.

4. To appoint External Examiners on the recommendation of the Senate.

5. To confer after report from the Senate and subject to conditions prescribed by Ordinance the title of Emeritus Professor or Honorary Professor, Reader or Lecturer or other such title.

6. To make Statutes provided that no Statute shall be submitted to the Council until the Senate has had an opportunity of reporting thereon to the Council.

7. To make Ordinances provided that no Ordinances shall be submitted to the Council until the Senate has had an opportunity of reporting thereon to the Council.

8. To make Regulations and to confirm Regulations submitted by the Senate for any matters in respect of which Regulations are or may be authorised to be made.

9. To govern, manage and regulate the finances, accounts, investments, property, business and all affairs whatsoever of the University and for that purpose to appoint bankers and any other officers or agents whom it may deem expedient to appoint and to cause proper books of account to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University so that such books give a true and fair view of the state of the University's affairs and explain its transactions.

10. To invest any moneys belonging to the University including any unapplied income in such stocks, funds, fully paid shares or securities as the Council shall from time to time think fit whether authorised by the general law for the investment of trust moneys or not and whether within the United Kingdom of Great Britain and Northern Ireland or not or in the purchase of freehold or leasehold hereditaments in the United Kingdom including rents with the like power of varying such investments from time to time provided that the Council may in its discretion retain as long as it shall think fit any investment given or bequeathed to the University although not coming within the description of investments authorised as aforesaid.

11. To sell, buy, exchange, lease and accept leases of real and personal property on behalf of the University.

12. To provide the buildings, premises, furniture and equipment and other means required for carrying on the work of the University.

13. To borrow money on behalf of the University and for that purpose if the Council thinks fit to mortgage or charge all or any part of the property of the University whether real or personal unless the conditions of any Will, Deed or Gift or other similar instrument are thereby contravened and to give such other security whether upon real or personal property or otherwise as the Council thinks fit.

14. To act as guarantor for the payment of any sum or sums of money or the performance of any contract or obligation by any company, body, society or person if it is in the interest of the University so to do.

15. To provide for the welfare of all persons in the employment of the University or formerly in the employment of the University or of the University College of North Staffordshire and the wives, widows and dependants of such persons including the payment of money, pensions or other payments and to subscribe to benevolent and other funds for the benefit of such persons.

16. To enter into, vary, carry out and cancel contracts on behalf of the University.

17. To review the instruction and teaching of the University both internal and extra-mural.

18. To promote and to make provision for research within the University.

19. To review, amend, refer back, control or disallow any act of the Senate required under these Statutes to be reported to the Council and to give directions thereon to the Senate provided that any act of the Senate which is amended by the Council shall be referred again to the Senate for consideration and report before being carried into effect.

20. To refer to the Senate the names of persons proposed as recipients of Honorary Degrees and to approve or disapprove the names of persons proposed by the Senate as recipients of such Degrees provided that no person shall be admitted by the University to an Honorary Degree whose name has not been approved for that purpose both by the Council and by the Senate.

21. To expel after a report from the Vice-Chancellor any Student deemed to have been guilty of grave misconduct.

22. To consider, adjudicate upon and if thought fit redress any grievance of any employee, graduate or Student of the University who may for any reason feel aggrieved.

23. To provide for the welfare the Students.

24. To select a Seal, Arms and a Mace for the University and to have the sole custody of the Seal.

25. To exercise all such powers as are or may be conferred on the Council by the Charter, Statutes, Ordinances and Regulations and to carry the Charter, Statutes, Ordinances and Regulations into effect and for this purpose to delegate such powers to officers or constituent bodies of the University as may be necessary or desirable for this purpose.

26. To determine the fees to be payable in respect of courses of study and to regulate their collection.

Section 18 - The Senate

1. The Senate shall consist of the following persons, namely:-

(a) The Vice-Chancellor who if present shall preside at all meetings of the Senate.

(b) The Deputy Vice-Chancellor and Provost and the Pro Vice-Chancellors and the Executive Deans.

(c) The Academic Registrar.

(d) The Librarian.

(e) Heads of Schools and a senior representative from each Faculty for education and one for research.

(f) Such members of the electoral roll not exceeding two as may be appointed by the Senate.

(g) Such additional number of members of the electoral roll elected by the electoral roll as necessary to constitute as nearly as possible (but not exceeding) 40% of the total membership of the Senate. Ordinances shall prescribe the constitution of the electoral roll and the method of election.

(h) The Union Development and Democracy Officer.

The President of the Association of Postgraduate Students.

(i) Five full-time Students to be elected by the Students.

Full-time Students shall be defined by Ordinance. Ordinances shall prescribe the method of election.

Section 19 - Powers of the Senate

The powers of the Senate shall be:

1. To direct and regulate all instruction and teaching of the University both internal and extra-mural and the examinations held by the University, subject to the powers of the Council as previously defined.

2. To promote learning and research within the University and to require reports from time to time on such learning and research.

3. To appoint two members of the Senate from Categories (e) to (i) inclusive to be members of the Council.

4. To appoint Internal Examiners and to suspend or remove them. In the case of death, illness or resignation of an Examiner or in the case of the Examiner's suspension or removal to appoint a substitute who shall have authority to act during the examination then in progress or next ensuing.

5. To recommend External Examiners for appointment by the Council.

6. To make recommendations to the Council for the appointment of the Vice-Chancellor, Deputy Vice-Chancellor and Provost, Professors, Heads of Departments/Schools, Readers, Senior Lecturers, Lecturers, Secretary to Council, Librarian, Academic Registrar and such other Academic Officers of the University as may be found desirable.

7. To award Degrees (other than Honorary Degrees), Diplomas, Certificates and other Distinctions.

8. To propose to the Council the names of persons to receive Honorary Degrees and to approve or to disapprove the names of persons proposed by the Council to receive such Degrees.

9. To make recommendations to the Council as may from time to time be required on all Statutes, Ordinances and Regulations or proposed changes thereof concerning welfare, discipline and the imposition of fines and penalties for the breach thereof or concerning other non-academic matters.

10. To make recommendations to the Council on any matter referred to the Senate by the Council.

11. To make recommendations to the Council on any academic matters.

12. To discuss and declare an opinion on any matter whatsoever relating to the University.

13. To formulate, modify or revise schemes for the organisation of Boards or Faculties of the University and to report to the Council on the expediency of the establishment at any time of Boards, Faculties, Schools, Institutes, Delegacies or Departments.

14. To review, amend, refer back or disallow any act of any Board, Faculty, School, Institute, Delegacy or Department or to give directions to the Boards, Faculties, Schools, lnstitutes, Delegacies or Departments.

15. To fix subject to any conditions made by the Founders which are accepted by the Council the times and mode and conditions of competition for Fellowships, Scholarships, Exhibitions and Prizes and to regulate examinations for and award the same.

16. To regulate subject to the Ordinances of the University the admission of persons to courses of study in the University.

17. Subject to the power of the Council contained in Section 17(21) to terminate or suspend the membership of the University of any Student failing to fulfil the requirements prescribed in the Regulations in respect of the Student's course of study.

18. To delegate such powers to officers or bodies of the University as may be necessary to carry the Charter, Statutes, Ordinances and Regulations into effect.

19. To do such other acts and things as the Council shall authorise.

Section 20 - Boards of Studies, Faculties and Schools

1. There shall be two or more Boards of Studies and Faculties. The constitution and membership of the Boards and Faculties shall be prescribed by Ordinance.

2. There shall be Schools of the University the number, titles and membership of which shall be prescribed by Ordinance.

Section 21 - Powers of the Boards, Faculties and Schools

1. The Boards of Studies and Faculties shall have power to make representations to the Senate on any academic matter and to make recommendations to the Senate on any matter referred to the Boards or Faculties by the Senate.

2. The Schools shall have the powers prescribed by Ordinance.

Section 22 - Departments

1. There shall be such departments of the University as shall be prescribed by Ordinance. In each department there shall be meetings as prescribed by Ordinance.

Section 23 - The Vice-Chancellor's Address

1. All members of staff shall be invited to the Vice-Chancellor's Address. The Address shall take place at least once in each year normally to be addressed by the Vice-Chancellor.

Section 24 - The Students' Union

1. There shall be a Students' Union of the University and Ordinances shall prescribe the constitution, functions, privileges and other matters relating to such Union.

Section 25 - Association of Postgraduate Students

1. There shall be an Association of Postgraduate Students and Ordinances shall prescribe the constitution, functions, privileges and other matters relating to such Association.

Section 26 - Matriculation

1. The requirements for Matriculation and for entrance to the University together with the exemptions there from and the variations thereof shall be prescribed by the Ordinances and Regulations.

Section 27 - University Examinations

1. The examinations for the degrees, diplomas and certificates of the University shall be conducted jointly by members of the academic staff of the University and external examiners appointed in accordance with the Statutes, Ordinances and Regulations.

2. The Ordinances and Regulations shall prescribe the subjects, time, mode and all matters respecting the Examinations of and the Degrees and other distinctions conferred by the University.

Section 28 - Committees

1. The Council, the Senate and the Boards of Studies and Faculties may from time to time appoint subject to the provision of clauses 3, 4 and 5 of this Section such and so many standing, special and advisory Committees, Sub-Committees or Boards as may seem to them fit and may if they think fit place on them persons who are not members of the appointing Bodies. Such Committees, Sub-Committees or Boards may deal with any matters delegated to them and shall subsequently report any action taken to the appointing body. Provided that nothing in this clause shall enable the Council to delegate its power to reach a decision under clause 10 (2) of Section 31.

2. The Council may except as provided in clause 3 of this Section make Regulations for the proceedings of all Committees or Boards, but subject thereto every Committee or Board may regulate its own procedure, times and places of meeting.

3. The constitution and procedure of any Joint Committee of the Council and the Senate shall be prescribed by Ordinance.

4. The Chair of the Council shall be an ex officio member of every committee or Board of the Council except the Audit and Risk Committee. The Audit and Risk Committee may invite the Chair of Council to attend the Audit and Risk Committee from time to time.

5. The Vice-Chancellor and the Deputy Vice-Chancellor and Provost shall be ex officio members of every committee or Board of the Senate and the Boards of Studies and Faculties.

Section 29 - Ordinances

1. The Council shall make Ordinances with regard to all such matters as are directed by the Charter and Statutes and such other matters as may be deemed expedient and such Ordinances shall be effective and binding when sanctioned by the Council.

Section 31 - Academic Staff

PART I - CONSTRUCTION, APPLICATION AND INTERPRETATION

Construction

1. This Section and any Ordinance or Regulation made under this Section shall be construed in every case to give effect to the following guiding principles, that is to say (a) to ensure that academic staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;

(b) to enable the University to provide education, promote learning and engage in research efficiently and economically; and

(c) to apply the principles of justice and fairness.

Reasonableness of decisions

2. No provision in Part II or Part III shall enable the body or person having the duty to reach a decision under the relevant part to dismiss any member of the academic staff unless the reason for their dismissal may in the circumstances (including the size and administrative resources of the University) reasonably be treated as a sufficient reason for dismissing them.

Application

3.1 This Section shall apply

(a) to the persons who are described as "academic staff" in clause 1 of Section 1;

(b) to the Secretary to Council and the Librarian;

(c) to the administrative staff of the University holding posts designated by the Council as academic related posts to which this Section applies; and

(d) to the Vice-Chancellor to the extent and in the manner set out in the Annex to this Section.

3.2 In this Section any reference to academic staff is a reference to persons to whom this Section applies.

Meaning of "dismissal"

4. In this Section "dismiss" and "dismissal" mean dismissal of a member of the academic staff and

(a) include remove or, as the case may be, removal from office; and

(b) in relation to employment under a contract, shall be construed in accordance with section 55 of the Employment Protection (Consolidation) Act 1978.

Meaning of "good cause"

5.1 For the purposes of this Section "good cause" in relation to the dismissal or removal from office or place of a member of the academic staff, being in any case a reason which is related to conduct or to capability or qualifications for performing work of the kind which the member of the academic staff concerned was appointed or employed to do, means –

(a) conviction for an offence which may be deemed by a Tribunal appointed under Part III to be such as to render the person convicted unfit for the execution of the duties of the office or employment as a member of the academic staff; or

(b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office or employment; or

(c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office; or

(d) physical or mental incapacity established under Part IV.

5.2 In this clause –

(a) "capability", in relation to such a member, means capability assessed by reference to skill, aptitude, health or any other physical or mental quality; and

(b) "qualifications", in relation to such a member, means any degree, diploma or other academic, technical or professional qualification relevant to the office or position held by that ember.

Meaning of "redundancy"

6. For the purposes of this Section dismissal shall be taken to be a dismissal by reason of redundancy if it is attributable wholly or mainly to –

(a) the fact that the University has ceased, or intends to cease, to carry on the activity for the purposes of which the member of the academic staff concerned was appointed or employed by the University, or has ceased, or intends to cease, to carry on that activity in the place in which the member concerned worked; or

(b) the fact that the requirements of that activity for members of the academic staff to carry out work of a particular kind, or for members of the academic staff to carry out work of a particular kind in that place, have ceased or diminished or are expected to cease or diminish.

Incidental, supplementary and transitional matters

7.1 In any case of conflict, the provisions of this Section shall prevail over those of any other Section and over those of the Ordinances and Regulations and the provisions of any Ordinance made under this Section shall prevail over those of any other Ordinance:

Provided that Part II of and the Annex to this Section shall not apply in relation to anything done or omitted to be done before the date on which the instrument making these modifications was approved under subsection (9) of section 204 of the Education Reform Act 1988.

7.2 Nothing in any appointment made, or contract entered into, shall be construed as overriding or excluding any provision made by this Section concerning the dismissal of a member of the academic staff by reason of redundancy or for good cause:

Provided that nothing in this sub-clause shall prevent waivers made under section 142 of the Employment Protection (Consolidation) Act 1978 from having effect.

7.3 Nothing in any other Section or in any Ordinance or Regulation made thereunder shall authorise or require any officer of the University to sit as a member of any Committee, Tribunal or body appointed under this Section or to be present when any such Committee, Tribunal or body is meeting to arrive at its decision or for the purpose of discussing any point of procedure.

7.4 In this Section references to numbered Parts, clauses, and sub-clauses are references to Parts, clauses, and sub-clauses so numbered in this Section.

PART II - REDUNDANCY

8. This Part enables the Council, as the appropriate body, to dismiss any member of the academic staff by reason of redundancy.

Exclusion from Part II of persons appointed or promoted before 20th November, 1987

9.1 Nothing in this Part shall prejudice, alter or affect any rights, powers or duties of the University, or apply in relation to a person unless –

(a) their appointment is made, or their contract of employment is entered into, on or after 20th November, 1987; or

(b) they are promoted on or after that date.

9.2 For the purposes of this clause in relation to a person, a reference to an appointment made or a contract entered into on or after that date shall be construed in accordance with subsections (3) to (6) of section 204 of the Education Reform Act 1988.

The Appropriate Body

10.1 The Council shall be the appropriate body for the purposes of this part.

10.2 This clause applies where the appropriate body has decided that it is desirable that there should be a reduction in the academic staff –

(a) of the University as a whole; or

(b) of any Board, Faculty, School, Institute, Delegacy, Department or other similar area of the University by way of redundancy.

11.1 Where the appropriate body has reached a decision under clause 10 (2) it shall appoint a Redundancy Committee to be constituted in accordance with sub-clause (3) of this clause to give effect to its decision by such date as it may specify and for that purpose

(a) to select and recommend the requisite members of the academic staff for dismissal by reason of redundancy; and

(b) to report their recommendations to the appropriate body.

11.2 The appropriate body shall either approve any selection recommendation made under sub-clause (1), or shall remit it to the Redundancy Committee for further consideration in accordance with its further directions.

11.3 A Redundancy Committee appointed by the appropriate body shall comprise -

(a) a Chair; and

(b) two members of the Council, not being persons employed by the University; and

(c) two members of the academic staff nominated by the Senate.

Notices of intended dismissal

12.1 Where the appropriate body has approved a selection recommendation made under clause 11(1) it may authorise an officer of the University as its delegate to dismiss any member of the academic staff so selected.

12.2 Each member of the academic staff selected shall be given separate notice of the selection approved by the appropriate body.

12.3 Each separate notice shall sufficiently identify the circumstances which have satisfied the appropriate body that the intended dismissal is reasonable and in particular shall include

(a) a summary of the action taken by the appropriate body under this Part;

(b) an account of the selection processes used by the Redundancy Committee;

(c) a reference to the rights of the person notified to appeal against the notice and to the time within which any such appeal is to be lodged under Part V (Appeals); and

(d) a statement as to when the intended dismissal is to take effect.

PART III - DISCIPLINE, DISMISSAL AND REMOVAL FROM OFFICE

Disciplinary Procedures

13.1 Minor faults shall be dealt with informally.

13.2 Where the matter is more serious but falls short of constituting possible good cause for dismissal the following procedure shall be used

Stage 1 - Oral Warning

If conduct or performance does not meet acceptable standards the member of the academic staff will normally be given a formal ORAL WARNING. The member will be advised of the reason for the warning, that it is the first stage of the disciplinary procedure and of the right of appeal under this clause. A brief note of the oral warning will be kept but it will be spent after 12 months, subject to satisfactory conduct and performance.

Stage 2 - Written Warning

If the offence is a serious one, or if a further offence occurs, a WRITTEN WARNING will be given to the member of the academic staff by the Head of Department/School or equivalent. This will give details of the complaint, the improvement required and the timescale. It will warn that a complaint may be made to the Director of Human Resources seeking the institution of charges to be heard by a Tribunal appointed under clause 16 if there is no satisfactory improvement and will advise of the right of appeal under this clause. A copy of this written warning will be kept by the Head of Department/School but it will be disregarded for disciplinary purposes after 2 years subject to satisfactory conduct and performance.

Stage 3 - Appeals

A member of the academic staff who wishes to appeal against a disciplinary warning shall inform the Director of Human Resources within two weeks. The Deputy Vice-Chancellor and Provost shall hear all such appeals and their decision shall be final.

Preliminary examination of serious disciplinary matters

14.1 If there has been no satisfactory improvement following a written warning given under Stage 2 of the procedure in clause 13, or in any other case where it is alleged that conduct or performance may constitute good cause for dismissal or removal from office, a complaint seeking the institution of charges to be heard by a Tribunal appointed under clause 16 may be made to the Director of Human Resources who shall bring it to the attention of the Vice-Chancellor.

14.2 To enable the Vice-Chancellor to deal fairly with any complaint brought to their attention under sub-clause (1) he/she shall institute such investigations or enquiries (if any) as appear to them to be necessary.

14.3 If it appears to the Vice-Chancellor that a complaint brought to their attention under sub-clause (1) relates to conduct or performance which does not meet acceptable standards but for which no written warning has been given under clause 13 or which relates to a particular alleged infringement of rules, regulations or by-laws for which a standard penalty is normally imposed in the University or

within the Board, Faculty, School, Institute, Delegacy, Department or other relevant area, or is trivial or invalid the Vice-Chancellor may dismiss it summarily, or decide not to proceed further under this Part.

14.4 If the Vice-Chancellor does not dispose of a complaint under sub-clause (3) the Vice-Chancellor shall treat the complaint as disclosing a sufficient reason for proceeding further under this Part and, if the Vice-Chancellor sees fit, the Vice-Chancellor may suspend the member on full pay pending a final decision.

14.5 Where the Vice-Chancellor proceeds further under this Part they shall write to the member of the academic staff concerned inviting comment in writing.

14.6 As soon as may be following receipt of the comments (if any) the Vice-Chancellor shall consider the matter in the light of all the material then available and may -

(a) dismiss it themselves; or

(b) refer it for consideration under clause 13; or

(c) deal with it informally themselves if it appears to the Vice-Chancellor appropriate to do so and if the member of the academic staff agrees in writing that the matter should be dealt with in that way; or

(d) direct the Director of Human Resources to prefer a charge or charges to be considered by a Tribunal to be appointed under clause 16.

14.7 If no comment is received within 28 days the Vice-Chancellor may proceed as aforesaid as if the member concerned had denied the substance and validity of the alleged case in its entirety.

Institution of Charges

15.1 In any case where the Vice-Chancellor has directed that a charge or charges be preferred under clause 14(6) (d), the Vice-Chancellor shall request the Council to appoint a Tribunal under clause 16 to hear the charge or charges and to determine whether the conduct or performance of the member of the academic staff concerned constitutes good cause for dismissal or otherwise constitutes a serious complaint relating to the members appointment or employment.

15.2 Where the Council has been requested to appoint a Tribunal under clause 16 the Director of Human Resources or, if the Director of Human Resources is unable to act, another officer appointed by the Vice-Chancellor shall take charge of the proceedings.

15.3 The officer in charge of the proceedings shall formulate, or arrange for the formulation of, the charge or charges and shall present, or arrange for the presentation of, the charge or charges before the Tribunal.

15.4 It shall be the duty of the officer in charge of the proceedings

(a) to forward the charge or charges to the Tribunal and to the member of the academic staff concerned together with the other documents therein specified, and

(b) to make any necessary administrative arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the Tribunal.

The Tribunal

16. A Tribunal appointed by the Council shall comprise:

(a) a Chair; and

(b) one member of the Council, not being a person employed by the University; and

(c) one member of the academic staff nominated by the Senate.

Provisions concerning Tribunal procedure

17.1 The procedure to be followed in respect of the preparation, hearing and determination of charges by a Tribunal shall be that set out in Ordinances made under this clause.

17.2 Without prejudice to the generality of the foregoing such Ordinances shall ensure -

(a) that the member of the academic staff concerned is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of charges by a Tribunal;

(b) that a charge shall not be determined without an oral hearing at which the member of the academic staff concerned and any person appointed by them to represent them are entitled to be present;

(c) that the member of the academic staff and any person representing the staff member may call witnesses and may question witnesses upon the evidence on which the case against them is based; and

(d) that full and sufficient provision is made -

(i) for postponements, adjournments, dismissal of the charge or charges for want of prosecution, remission of the charge or charges to the Vice-Chancellor for further consideration and for the correction of accidental errors; and

(ii) for appropriate time limits for each stage (including the hearing) to the intent that any charge thereunder shall be heard and determined by a Tribunal as expeditiously as reasonably practicable.

Notification of Tribunal decisions

18.1 A Tribunal shall send its decision on any charge referred to it (together with its findings of fact and the reasons for its decision regarding that charge and its recommendations, if any, as to the appropriate penalty) to the Vice-Chancellor and to each party to the proceedings.

18.2 A Tribunal shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) accompanies each copy of its decision sent to a party to the proceedings under this clause.

Powers of the appropriate officer where charges are upheld by Tribunal.

19.1 Where the charge or charges are upheld and the Tribunal finds good cause and recommends dismissal or removal from office, but in no other case, the appropriate officer shall decide whether

or not to dismiss the member of the academic staff concerned.

19.2 In any case where the charge or charges are upheld, other than where the appropriate officer has decided under sub-clause (1) to dismiss the member of the academic staff concerned, the action available to the appropriate officer (not comprising a greater penalty than that recommended by the Tribunal) may be -

(a) to discuss the issues raised with the member concerned; or

(b) to advise the member concerned about his future conduct; or

(c) to warn the member concerned; or

(d) to suspend the member concerned for such period as the appropriate officer shall think fair and reasonable, not to exceed 3 months after the Tribunals decision; or

(e) any combination of any of the above or such further or other action under the members contract of employment or terms of appointment as appears fair and reasonable in all the circumstances of the case.

Appropriate officers

20.1 The Vice-Chancellor shall be the appropriate officer to exercise the powers conferred by clause 19 and any reference to the appropriate officer includes a reference to a delegate of that officer.

20.2 Any action taken by the appropriate officer shall be confirmed in writing.

PART IV - REMOVAL FOR INCAPACITY ON MEDICAL GROUNDS

PART IV - REMOVAL FOR INCAPACITY ON MEDICAL GROUNDS

21.1 This Part makes separate provision for the assessment of incapacity on medical grounds as a good cause for dismissal or removal from office.

21.2 In this Part references to medical grounds are references to capability assessed by reference to health or any other physical or mental quality.

21.3 In this Part references to the appropriate officer are references to the Vice-Chancellor or an officer acting as his delegate to perform the relevant act.

21.4 References to the member of the academic staff include, in cases where the nature of the alleged disability so requires, a responsible relative or friend in addition to (or instead of) that member.

22.1 Where it appears that the removal of a member of the academic staff on medical grounds would be justified, the appropriate officer -

(a) shall inform the member accordingly; and

(b) shall notify the member in writing that it is proposed to make an application to the members doctor for a medical report and shall seek the members consent in writing in accordance with the requirements of the Access to Medical Reports Act 1988.

22.2 If the member shares that view the University shall meet the reasonable costs of any medical opinion required.

22.3 If the member does not share that view the appropriate officer shall refer the case in confidence, with any supporting medial and other evidence (including any medical evidence submitted by the member), to a Board comprising one person nominated by the Council; one person nominated by the member concerned or, in default of the latter nomination, by the Senate; and a medically qualified chair jointly agreed by the Council and the member or, in default of agreement, to be nominated by the President of the Royal College of Physicians.

22.4 The Board may require the member concerned to undergo medical examination at the University's expense.

Termination of Employment

23. If the Board determines that the member shall be required to retire on medical grounds, the appropriate officer shall direct the Director of Human Resources or his delegate to terminate the employment of the member concerned on those medical grounds.

PART V - APPEALS

PART V - APPEALS

Purpose of Part V

24. This Part establishes procedures for hearing and determining appeals by members of the academic staff who are dismissed or under notice of dismissal or who are otherwise disciplined.

Application and interpretation of Part V

25.1 This Part applies -

(a) to appeals against the decisions of the Council as the appropriate body (or of a delegate of that body) to dismiss in the exercise of its powers under Part II;

(b) to appeals arising in any proceedings, or out of any decision reached, under part III other than appeals under clause 13 (Appeals against disciplinary warnings);

(c) to appeals against dismissal otherwise than in pursuance of Part II or Part III;

(d) to appeals against discipline otherwise than in pursuance of Part III; and

(e) to appeals against decisions reached under Part IV and "appeal" and "appellant" shall be construed accordingly.

25.2 No appeal shall however lie against -

(a) a decision of the appropriate body under clause 10(2);

(b) the findings of fact of a Tribunal under clause 18(1) save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant at that hearing;

(c) any finding by a Board set up under clause 22(3).

25.3 In this Part references to "the person appointed" are references to the person appointed by the Council under clause 28 to hear and determine the relevant appeal.

25.4 The parties to an appeal shall be the appellant and the Director of Human Resources and any other person added as a party at the direction of the person appointed.

Institution of Appeals

26. A member of the academic staff shall institute an appeal by serving on the Director of Human Resources, within the time allowed under clause 27, notice in writing setting out the grounds of the appeal.

Time for appealing and notices of appeal

27.1 A notice of appeal shall be served within 28 days of the date on which the document recording the decision appealed from was sent to the appellant or such longer period, if any, as the person appointed may determine under sub-clause (3).

27.2 The Director of Human Resources shall bring any notice of appeal received (and the date when it was served) to the attention of the Council and shall inform the appellant that they have done so.

27.3 Where the notice of appeal was served on the Director of Human Resources outside the 28 day period the person appointed under clause 28 shall not permit the appeal to proceed unless the Director of Human Resources considers that justice and fairness so require in the circumstances of the case.

Persons appointed to hear and determine appeals

28.1 Where an appeal is instituted under this part the Council shall appoint a person described in sub-clause (2) to hear and determine that appeal.

28.2 The persons described in this sub-clause are persons not employed by the University holding, or having held, judicial office or being barristers or solicitors of at least ten years standing.

28.3 The person appointed shall sit alone unless they consider that justice and fairness will best be served by sitting with two other persons.

28.4 The other persons who may sit with the person appointed shall be -

(a) one member of the Council not being a person employed by the University; and

(b) one member of the academic staff nominated by the Senate.

Provisions concerning appeal procedures and powers

29.1 The procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals shall be that set out in Ordinances made under this clause.

29.2 Without prejudice to the generality of the foregoing such Ordinances shall ensure -

(a) that an appellant is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of his appeal;

(b) that an appeal shall not be determined without an oral hearing at which the appellant, and any person appointed by them to represent them are entitled to be present and, with the consent of the person or persons hearing the appeal, to call witnesses;

(c) that full and sufficient provision is made for postponements, adjournments, dismissal of the appeal for want of prosecution and for the correction of accidental errors; and

(d) that the person appointed may set appropriate time limits for each stage (including the hearing itself) to the intent that any appeal shall be heard and determined as expeditiously as reasonably practicable.

29.3 The person or persons hearing the appeal may allow or dismiss an appeal in whole or in part and, without prejudice to the foregoing, may -

(a) remit an appeal from a decision under Part II to the Council as the appropriate body (or any issue arising in the course of such an appeal) for further consideration as the person or persons hearing the appeal may direct; or

(b) remit an appeal arising under Part III for rehearing by a differently constituted Tribunal to be appointed under that part; or

(c) remit an appeal from a decision of the appropriate officer under Part IV for further consideration as the person or persons hearing the appeal may direct; or

(d) substitute any lesser alternative penalty that would have been open to the appropriate officer following the finding by the Tribunal which heard and pronounced upon the original charge or charges.

Notification of decisions

30. The person appointed shall send the reasoned decision, including any decision reached in exercise of his powers under clause 29(3) (a), (b) or (c), on any appeal together with any findings of fact different from those come to by the Council as the appropriate body under Part II or by the Tribunal under Part III, as the case may be, to the Vice-Chancellor and to the parties to the appeal.

PART VI - GRIEVANCE PROCEDURES

PART VI - GRIEVANCE PROCEDURES

Purpose of Part VI

31. The aim of this part is to settle or redress individual grievances promptly, fairly and so far as may be, within the Board, Faculty, School, Institute, Delegacy, Department or other relevant area by methods acceptable to all parties.

Application

32. The grievances to which this Part applies are ones by members of the academic staff concerning their appointments or employment where those grievances relate -

(a) to matters affecting themselves as individuals; or

(b) to matters affecting their personal dealings or relationships with other staff of the University, not being matters for which express provision is made elsewhere in this Section.

Exclusions and Informal procedures

33. 1 If other remedies within the school, department or other relevant area have been exhausted the member of the academic staff may raise the matter with the Head of the Board, Faculty, School, Institute, Delegacy, Department or other relevant area.

33.2 If the member of the academic staff is dissatisfied with the result of an approach under sub-clause (1) or if the grievance directly concerns the Head of the Board, Faculty, School, Institute, Delegacy, Department or other relevant area, the member may apply in writing to the Vice-Chancellor for redress of the grievance.

33.3 If it appears to the Vice-Chancellor that the matter has been finally determined under Part III, IV or V or that the grievance is trivial or invalid, they may dismiss it summarily, or take no action upon it. If it so appears to the Vice-Chancellor they shall inform the member and the Grievance Committee accordingly.

33.4 If the Vice-Chancellor is satisfied that the subject matter of the grievance could properly be considered with (or form the whole or any part of) -

(a) a complaint under Part III;

(b) a determination under Part IV; or

(c) an appeal under Part V

the Vice-Chancellor shall defer action upon it under this Part until the relevant complaint, determination or appeal has been heard or the time for instituting it has passed and the Vice-Chancellor shall notify the member and the Grievance Committee accordingly.

33.5 If the Vice-Chancellor does not reject the complaint under sub-clause (3) or if they do not defer action upon it under sub-clause (4) they shall decide whether it would be appropriate, having regard to

the interests of justice and fairness, for them to seek to dispose of it informally. If the Vice-Chancellor so decides they shall notify the member and proceed accordingly.

Grievance Committee procedure

34. If the grievance has not been disposed of informally under clause 33(5), the Vice-Chancellor shall refer the matter to the Grievance Committee for consideration.

35. The Grievance Committee to be appointed by the Council shall comprise -

(a) a Chair; and

(b) one member of the Council not being a person employed by the University; and

(c) one member of the academic staff nominated by the Senate.

Procedure in connection with determinations; and right to representation

36. The procedure in connection with the consideration and determination of grievances shall be determined in Ordinances in such a way as to ensure that the aggrieved person and any person against whom the grievance lies shall have the right to be heard at a hearing and to be accompanied by a friend or representative.

Notification of decisions

37. The Committee shall inform the Council whether the grievance is or is not well-found and if it is well-found the Committee shall make such proposals for the redress of the grievance as it sees fit.

Clause 3(1) (d) ANNEX

PROVISIONS AS TO THE VICE-CHANCELLOR

1. The Council may request its Chair to remove the Vice-Chancellor from office for good cause in accordance with the procedure described in this Annex.

(i) A complaint seeking the removal from office of the Vice-Chancellor for good cause may be made by not less than three members of the Council to the Chair of the Council.

(ii) If it appears to the Chair of the Council, on the material before them, that the complaint raises a prima facie case and that this could, if proved, constitute good cause for dismissal or removal from office the Chair of Council shall request the Council to appoint a Tribunal to hear and determine the matter.

(iii) If it appears to the Chair of the Council that a complaint made to them under sub-clause (1) does not raise a prima facie case or is trivial or invalid, they may recommend to the Council that no further action be taken upon it.

(iv) When the Council has appointed a Tribunal under sub-clause (2) it shall instruct a solicitor or other suitable person to formulate a charge or charges and to present, or arrange for the presentation of, the charges before the Tribunal.

(v) A Tribunal appointed by the Council shall comprise:

(a) an independent Chair; and

(b) one member of the Council, not being a person employed by the University; and

(c) one member of the academic staff.

(vi) Subject to the principles of justice and fairness the Tribunal may determine its own procedure.

(vii) The Tribunal shall send its reasoned decision on any charge referred to it together with its findings of fact regarding the charge and its recommendations, if any, as to the appropriate penalty to the Chair of the Council and to the Vice-Chancellor drawing attention to the period of time within which any appeal should be made.

(viii) Persons appointed to hear such an appeal shall be persons independent of the University holding, or having held, judicial office or being barristers or solicitors of at least 10 years standing and the person so appointed shall, subject to the principles of justice and fairness, determine the procedure to be adopted in hearing the appeal.

(ix) A person appointed shall send the reasoned decision on the appeal, together with any findings of fact different from those come to by the Tribunal and his recommendations, if any, as to the appropriate penalty, to the Vice-Chancellor and to the Chair of the Council.

(x) Where a charge or charges have been upheld by the Tribunal and not dismissed on appeal, the Chair of the Council shall decide whether or not to dismiss the Vice-Chancellor.

2. Where a complaint is to be referred to a Tribunal under this Section, the Chair of the Council may suspend the Vice-Chancellor from their duties and may exclude the Vice-Chancellor from the precincts of the University or any part thereof without loss of salary.

3. "Good cause" in this Annex has the same meaning as in clause 5 of this Section.

4. For the purpose of the removal of the Vice-Chancellor for incapacity on medical grounds, Part IV of this Section shall have effect subject to the following modifications:-

(a) for references to a member of the academic staff there shall be substituted references to the Vice-Chancellor;

(b) for any reference to the office of Vice-Chancellor there shall be substituted a reference to the office of Chair of the Council;

(c) for clause 23 there shall be substituted -

“23. If the Board determines that the Vice-Chancellor shall be required to retire on medical grounds, it shall ask the Chair as the appropriate officer, to decide whether or not to terminate the appointment of the Vice-Chancellor on those medical grounds."

Section 32 - Retirement of Members of the Staff

1. The Vice-Chancellor, the Professors and all other salaried members of the Staff of the University shall vacate their office on the thirtieth day of September following the date on which they attain the age of sixty-five years unless the Council by a vote of at least two-thirds of the number present and voting shall request any such member to continue in office for such period as it shall from time to time determine but not exceeding five years in all, after which retirement shall be compulsory.

Section 33 - Acts During Vacancies

1. No act or resolution of the Council, the Senate or any Committee or Board constituted in accordance with these Statutes shall be invalid by reason only of any vacancy in the body doing or passing it or by

reason of any want of qualification by or invalidity in the election or appointment of any de facto Member of the body whether present or absent.

Section 34 - Reserved Areas

1. The following matters should be in the reserved area of business on University Committee agendas:

(a) Matters affecting the appointment, dismissal, promotion and personal affairs of individual members of the staff of the University.

(b) Matters affecting the admission, academic assessment and personal affairs of individual students.

2. Any papers, including minutes, relating to reserved areas shall be confidential to members of the Committee

3. The decision of the Chair of the relevant meeting as to whether a particular item constitutes a reserved item of business shall be final.

Section 35 - Interpretation of Statutes

1. These Statutes shall be interpreted in such manner as not to conflict with the Charter.

Ordinances

SECTION A. CORPORATE OFFICES & GOVERNANCE

Ordinance A1. The Appointment of the Chancellor

(New Ordinance)

1. The Chancellor shall act as an ambassador and advocate of the University in the UK and around the world and shall play a key role in the conferment of awards at degree ceremonies. The role of the Chancellor shall be unremunerated.

2. The Chancellor shall be appointed by Council, on the recommendation of the Nominations & Governance Committee, with a 5 year term of office. A formal installation of the Chancellor shall be held for each new Chancellor appointed. Council may re-elect the Chancellor for a further term of office, on the recommendation of the Nominations & Governance Committee. Removal of the Chancellor from office shall be undertaken in accordance with Statute 30.

Ordinance A2. The Appointment of the Vice-Chancellor

(Previously Ordinance XI)

1. The Vice-Chancellor shall be appointed by Council on the recommendation of Senate and after consideration of a report from a Joint Committee of Council and Senate – the constitution of the Joint Committee shall be specified by Council and the appointment made in accordance with Statute Section 6.

2. The Vice-Chancellor shall duly observe the Charter, Statutes, Ordinances and Academic Regulations of the University and shall at all times carry out and discharge the duties entrusted to them by Council and any external regulatory or statutory bodies.

Ordinance A3. The Appointment of the Deputy Vice-Chancellor and Provost

(Previously Ordinance XII)

1. The Deputy Vice-Chancellor and Provost shall be appointed by the Council on the recommendation of the Senate and after consideration of a report from a Joint Appointment Committee of the Council and the Senate. The constitution of the Joint Committee shall be specified by the Council and the appointment made in accordance with Statute Section 8.

2. The Deputy Vice-Chancellor and Provost shall duly observe the Charter, Statutes, Ordinances and Regulations of the University and shall at all times carry out and discharge the duties entrusted to, them by the Vice-Chancellor, the Council and any external regulatory or statutory bodies. The Deputy Vice-Chancellor and Provost shall act for the Vice-Chancellor in their absence or during a vacancy in that office. At the discretion of the Vice-Chancellor, the Deputy Vice-Chancellor and Provost shall be responsible for the line management of the Pro Vice-Chancellors and the Executive Deans.

Ordinance A4. The Appointment of the Executive Deans and the Pro Vice-Chancellors

(Previously Ordinance X)

1. THE EXECUTIVE DEANS OF THE FACULTIES

1.1 There shall be Executive Deans of Medicine & Health Sciences, of Business, Law, Humanities and Social Sciences, and of Natural Sciences, who shall be the executive lead of the respective Faculties. They shall be responsible for the financial and academic management of the Faculty and for maintaining and promoting the standards and efficiency of the Faculty in accordance with the University's policies and procedures.

1.2 The Executive Dean of each Faculty shall be appointed by the Council on the recommendation of the Senate after consideration of a report of a Joint Committee of the Council and the Senate.

1.3 The terms and conditions of the appointment shall be determined by the Joint Appointment Committee.

1.4 The Executive Dean of each Faculty may be instructed by the Vice-Chancellor or the Deputy Vice-Chancellor and Provost to take a specific institutional leadership role outside their role as Executive Dean. Where this is the case the formal title of Executive Dean will change to Pro Vice-Chancellor and Executive Dean.

1.5 If the office of Executive Dean should become vacant, where necessary the duties of the post shall be carried out by an acting deputy, appointed by the Vice-Chancellor.

2. DEANS OF EDUCATION AND DEANS OF RESEARCH

2.1 Deans of Education and Deans of Research may be appointed, who will hold responsibility for a specific and defined academic portfolio.

2.2 Deans of Education and Deans of Research shall be appointed by the Senate.

2.3 Each Dean of Education and Dean of Research shall normally hold office for a period not exceeding three years and shall undertake such duties as may be assigned by the Executive Dean or Vice-Chancellor. The appointment may be extended by the Senate to give a period of office not exceeding six years in total.

3. THE PRO VICE-CHANCELLORS

3.1 In addition to the Executive Deans, there shall be two or more Pro Vice-Chancellors with a specific and defined portfolio to provide institutional leadership and support for the delivery of the University's strategy.

3.2 The Pro Vice-Chancellor shall be appointed by the Council on the recommendation of the Senate after consideration of a report from a Joint Appointment Committee of the Council and the Senate.

3.3 The Pro-Vice-Chancellors shall discharge duties entrusted to them by the Vice-Chancellor or the Deputy Vice-Chancellor and Provost. The terms and conditions of the appointment shall be determined by the Joint Appointment Committee.

3.4 If the office of the Pro Vice-Chancellor with should become vacant, where necessary the duties of the post shall be carried out by an acting deputy, appointed by the Vice-Chancellor.

4. DEANS WITH PORTFOLIOS

4.1 There may be appointed from time to time one or more Deans each with responsibility for a specific and defined academic portfolio and with responsibility to support the delivery of the University's strategy.

4.2 The Dean(s) shall be appointed by the Council on the recommendation of the Senate after consideration of a report of a Joint Appointment Committee of the Council and the Senate. The terms and conditions of the appointment shall be determined by the Appointment Committee.

Ordinance A5. The Appointment of the Senior Administrative Officers

(Previously Ordinance XXIX)

1. The Chief Financial Officer

The Chief Financial Officer shall be appointed by the Council.

2. The Chief Information Officer

The Chief Information Officer shall be appointed by the Council.

3. The Chief People Officer

The Chief People Officer shall be appointed by the Council.

4. The Executive Director for Campus and Commercial Services

The Executive Director for Campus and Commercial Services shall be appointed by the Council.

5. The Executive Director of Marketing, Global Recruitment and Admissions

The Executive Director of Marketing, Global Recruitment and Admissions shall be appointed by the Council.

6. The Executive Director of Research and Partnerships

The Executive Director of Research and Partnerships shall be appointed by the Council.

7. The Executive Director for Students

The Executive Director for Students shall be appointed by the Council.

8. The Executive Director for Communications and Advancement

The Executive Director for Communications and Advancement shall be appointed by the Council.

9. The Academic Registrar

The Academic Registrar shall be appointed by the Council on the recommendation of the Senate.

10. The Secretary to Council

The Secretary to Council shall be appointed in accordance with the provisions of Statute 10.1.

Ordinance A6. Use of the University Seal

(New Ordinance)

1. All deeds and documents requiring to be sealed by the University shall be sealed by the Secretary to Council, on behalf of Council. In the absence of the Secretary to Council, the Vice-Chancellor has the authority to use the Seal.

2. A seal book shall be kept and maintained to record the particulars of the deeds and documents to which the University Seal is applied.

3. A report shall be submitted to each meeting of Council recording the deeds and documents to which the University Seal has been applied since the last meeting of Council.

Ordinance A7. The Appointment of the Members of Council and Senate

(Previously Ordinance XIV)

1. THE COUNCIL

1.1 Representatives from Senate (in accordance with Statute Section 16.1 - Class 2 (i)):

(a) One member of Senate from each Faculty, appointed by the electoral rolls of the Faculties, shall be elected to the membership of Council.

(b) Elections shall be conducted by the Secretary to Council under the system of the Single Transferable Vote.

1.2 Representative from professional services (Class 2 (ii)):

(a) One member of professional services staff to be elected from the professional services staff electoral roll.

(b) Elections shall be conducted by the Secretary to Council under the system of the Single Transferable Vote.

1.3 The list of those employees entitled to serve as a representative of an electoral roll of the University shall be provided by the Director of Human Resources. The list may be scrutinised on request by any employee and objections to the list may be submitted in writing to the Vice-Chancellor at least 7 days before an election. The Vice-Chancellor shall adjudicate on whether a name should be included or not.

2. THE SENATE

2.1 Heads of School, Deans of Education and Deans of Research (Statutes Section 18.1):

(a) The Heads of School, Deans of Education and Deans of Research shall be members of the Senate ex officio.

2.2 Members of the electoral roll (Statutes Section 18.1 (g)):

(a) Members of the electoral roll as defined in Section 1.1 of the Statutes shall elect from among their own numbers members of Senate in accordance with Section (4) below.

(b) The electoral roll shall be kept by the Director of Human Resources, and shall be conclusive evidence of eligibility to vote or of being elected. The electoral roll may be scrutinised on request by any member of academic staff for three weeks before the date of such elections. Objections to the electoral roll must be submitted in writing to the Vice-Chancellor, at least 7 days before an election. The Vice-Chancellor shall adjudicate on whether a name should be included or not.

(c) Elections shall be conducted by the Secretary to Senate under the system of the Single Transferable Vote.

(d) The number of elected positions available for each Faculty is determined by the number of academic staff in the Faculty.

(e) Elected positions are for a three year term beginning on 1st September following election. Elected members can serve up to two consecutive terms, following which they must step down for at least one year.

(f) Elected members may represent one Faculty only.

(g) The election process is run between February and June annually. The Secretary to Senate will notify members whose terms are coming to an end and invite nominations from each Faculty to fill the vacancies. A nomination must be proposed and seconded by a members of the electoral roll in the relevant Faculty. A ballot will only be held if the number of nominations exceeds the number of vacancies.

(h) In the event of any casual vacancy arising under this heading, a by-election will normally be held in the appropriate Faculty provided that the vacancy arises before the end of March. Any person elected at a by-election shall complete the unexpired part of the term of office of the person whom they replace.

2.3. Full-time Student Officers

(a) Five student Officer Trustees from the Students' Union shall be members of the Senate. They hold office for one year from 1st July following election and shall be eligible for re-election for a second and final term.

(b) The election of full-time students shall be conducted by the Students' Union during the Spring Semester concurrently with elections for representatives of University committees.

3. SANCTION OF OFFICERS AND MEMBERS PROCEDURE

3.1 Any proposal (which must be made by at least two members of the Council ("Proposers")) that the conduct or behaviour of a member of the Council (other than the Pro-Chancellor) should be investigated in order to determine whether any sanction or the removal from Council of such member is warranted shall be presented to the Pro-Chancellor or, if one of the Proposers is the Pro-Chancellor, shall be presented to a Deputy Pro-Chancellor who is not a Proposer. The Pro-Chancellor or relevant Deputy Pro-Chancellor as the case may be shall consider it and provided the matter is not in his or her discretion frivolous or trivial shall direct that the matter be heard by a special committee of members of the Council, to be called the "Special Committee".

3.2 Any proposal (which must be made by at least 2 Proposers who are not Deputy Pro-Chancellors) that the conduct or behaviour of the Pro-Chancellor should be investigated in order to determine whether any sanction or the removal from Council of the Pro-Chancellor is warranted shall be presented to a Deputy Pro-Chancellor who shall consider it and provided the matter is not in his or her discretion frivolous or trivial shall direct that the matter be heard by the Special Committee.

3.3 The Pro-Chancellor or relevant Deputy Pro-Chancellor as the case may be shall (if they so wish in consultation with any other Deputy Pro-Chancellor not the subject of the investigation) appoint the members of the Special Committee, who shall be two Lay Members of Council and one Member of Council who is a member of University Staff, and appoint a Chair of the Special Committee from amongst their number.

3.4 The Chair of the Special Committee shall decide upon its procedure to be followed prior to, at and following its meeting and any adjourned meeting, which shall include how evidence is to be presented and the giving of reasonable notice of the Special Committee and the evidence to the person the

subject of the Special Committee ("Subject"). One of the Proposers shall present a case to the Special Committee in the presence of the Subject. The Subject shall have the opportunity to respond to the Proposers' case, and to be accompanied at the Special Committee either by a member of the University as defined by Statute 2 willing to act as their friend or representative at the hearing or, where the Subject is a Lay Member, by another Lay Member of Council.

3.5 The Special Committee shall determine whether the case presented by the Proposers has been made out and, if so, whether any sanction or the removal from Council of the Subject is warranted. For the avoidance of doubt, where the case presented has been made out and the Special Committee determines that a sanction is warranted the sanctions available to the Special Committee shall include but not be limited to:

(a) suspension of the Subject from Council for a period not exceeding the following three meetings of Council

(b) exclusion of the Subject from those parts of meetings of Council that consider business relating to an area or areas as specified by the Special Committee and/or limit the circulation of Council papers to the Subject in respect of such area or areas, in either case for a specified period

(c) removal from Council

3.6 The Special Committee shall report its decision and reasons to the Council and to the Subject. The decision of the Special Committee (both as to its findings on the Proposer's case and any sanction imposed or removal decided upon) is subject to ratification by Council, but the Special Committee may decide (and if so shall inform the Subject) that its decision and any sanction imposed or removal shall take effect immediately and prior to ratification by Council ("Immediate Sanction"), in which case the sanction or removal as the case may be shall take valid and immediate effect as decided by the Special Committee. A subsequent decision of Council not to ratify the decision of the Special Committee in any respect shall not invalidate the Immediate Sanction prior to the date of the Council's decision in this respect, but any remaining sanction shall be lifted and/or the Subject if removed from Council shall be reinstated.

Ordinance A8. Committees of Council and Senate

(Previously within Regulations)

Council and Senate delegate authority to a number of committees to undertake scrutiny and approval work on their behalf.

1. Council Committees:

(a) Audit & Risk Committee

(b) Business Review Committee

(c) Nominations & Governance Committee

(d) Promotions Committees:

(i) Academic Promotions Committee

- Faculty Academic Promotions Committees

(ii) Professorial & Readership Promotions Committee

(iii) Senior Remuneration Committee

The terms of reference and constitution of Council committees shall be approved by Council.

2. Senate Committees

(a) Education Committee

(i) Collaborative Provision & Partnerships Committee

(ii) Education Policy Committee

(iii) Faculty Education Committees

(iv) Quality & Academic Standards Committee

(v) Teaching Excellence & Student Outcomes Committee

(vi) University Doctoral Academy Committee (joint with Research Committee)

(vii) Student Access & Advancement Committee

(b) Examination Boards (including Research Degrees Committee)

(c) Research Committee

(i) Faculty Research Committees

(ii) Research Governance & Integrity Committee

- Research Ethics Committee
- Health Research Oversight Committee
- Human Tissue Committee

(iii) University Doctoral Academy Committee (joint with Education Committee)

(d) Senate Approvals Group

(e) University Academic Appeals Committee

(f) University Student Voice Committee

The terms of reference and constitution of Senate committees shall be approved by Senate.

3. Joint Committees

(a) Honorary Degrees Committee

The terms of reference and constitution of joint committees shall be approved by Senate and Council.

Ordinance A9. Honorary Degrees and the Joint Committee of Senate and Council

(Previously Ordinance XVIII)

1. In accordance with the University's Charter and Statute 17 (E), the University shall confer honorary degrees – this conferment shall be on the approval of both Senate and Council and in accordance with the Honorary Degrees Guidance and Criteria. All members of the University shall have the right to propose candidates, in confidence, for the conferment of honorary degrees.

2. There shall be a Joint Committee of Senate and Council, operating in accordance with Statute 28.3, for the award of honorary degrees.

3. Joint Committees of the Council and the Senate under section 28.3 of the Statutes shall be constituted by a resolution of the Council and a resolution of the Senate and shall consist as to one-half of members nominated by Council and as to one-half of members nominated by the Senate. Such Committees shall report to both Council and the Senate.

SECTION B. ACADEMIC STRUCTURE & GOVERNANCE

Ordinance B1. Academic Structure of the University

(Previously Ordinance VI)

1. Schools of the University

The academic schools of the University under the provisions of Section 20 of the Statutes are outlined below, by Faculty:

1.1. Faculty of Medicine & Health Sciences:

- School of Allied Health Professions and Pharmacy
- School of Medicine
- School of Nursing and Midwifery

1.2. Faculty of Business, Law, Humanities and Social Sciences:

- Keele Business School
- School of Humanities and Social Sciences
- School of Law

1.3. Faculty of Natural Sciences:

- School of Engineering and Physical Sciences
- School of Computer Science and Mathematics
- School of Life Sciences
- School of Psychology
- Harper and Keele Veterinary School

2. Departments of the University

The Departments of the University under the provisions of Section 22 of the Statutes are outlined below:

2.1 Keele Institute of Innovation & Teaching Excellence

2.2 Institute for Global Health & Wellbeing

2.3 Institute for Social Inclusion

2.4 Institute for Sustainable Futures

2.5 Digital Society Institute

2.6 Foundation Year Centre

2.7 Keele Language and International Culture Centre

Ordinance B2. Faculty Governance

(Previously Ordinance VIII and IX)

1. There shall be a Faculty of Medicine and Health Sciences, a Faculty of Business, Law, Humanities and Social Sciences, and a Faculty of Natural Sciences, to which schools, including their staff, are assigned as described in Ordinance B1, above.

2. The Executive Dean of the Faculty, as the executive lead, shall be responsible for the financial and academic management of the Faculty and for maintaining and promoting the standards and efficiency of the Faculty in accordance with the University's policies and procedures – Ordinance A4 outlines the appointment of the Executive Dean.

3. There shall be at least one meeting of the Faculty per academic year to which all members are invited, the format of the meeting shall be at the discretion of the Executive Dean. The Schools of the University shall each have executive committees, with at least one meeting a semester, to support the governance of that academic area – the constitution of the committee and the format of the meeting shall be at the discretion of the Executive Dean and Head.

Ordinance B3. Heads of Academic Areas

(Previously Ordinance VII)

1. Heads of academic areas, including Heads/Directors of School, Deans of Education and Deans of Research, shall normally be appointed from among the existing academic staff of the University (Professors, Readers, Senior Lecturers or Lecturers) or by an external appointment.

2. Professors shall be liable to serve as Head, unless the terms of their appointment excuse them from this liability. Other academic staff may decline to serve.

3. The Appointment Committee shall, with delegated authority from Council, appoint the successful candidate and report the outcome to Senate and Council.

4. The Appointment Committee shall abide by the appropriate University's Procedure for the appointment of a Head of an academic area. Such Procedures shall be approved in accordance with the University Policy Framework. The Terms and Conditions of the appointment shall be confirmed by the Appointments Committee.

5. Where there is a temporary absence of a Head of an academic area for one semester or more, the Appointment Committee shall appoint an Acting Head in accordance with the University Procedure.

6. The Appointment Committee shall be constituted as follows:

Vice-Chancellor or Deputy Vice-Chancellor (Chair)

Pro Vice-Chancellor (or Deputy Vice-Chancellor where the Vice-Chancellor is the Chair)

Executive Dean of Faculty concerned

1 Head of School/Dean of Education/Dean of Research from Faculty concerned *(No other member of the academic area concerned shall be a member of the Appointment Committee)*

1 Head of School/Dean of Education/Dean of Research external to the Faculty concerned

Secretary: HR representative.

Ordinance B4. Appointment of the Academic Staff

(Previously Ordinance XXI and XXIII)

1. Academic staff shall be appointed on behalf of Council to devote themselves to the advancement of knowledge in their subjects, to give instruction therein to students and to promote the interests of the University as a place of education, learning and research. The University shall have the appropriate procedures in place, approved in accordance with the University's Policy Framework, for the recruitment and selection of candidates and for human resource management, compliant with legislative requirements and good practice.

2. The role, duties and contractual arrangements of academic staff shall be prescribed further within the employment contract, job description and/or the relevant University policy documents.

Ordinance B5. Emeritus Professors & Readers

(Previously Ordinance XIII)

1. The title of Emeritus Professor and Emeritus Reader may be conferred on an individual who is a member of Academic staff at Professorial/Reader level within the University, immediately prior to retirement. The title of Emeritus Professor and Emeritus Reader shall be awarded to individuals who can evidence that they have a continuing link with the University which is both active and contributes positively to the University's strategy or profile in relation to teaching, research, scholarship and/or enterprise and standing in their profession.

2. An Emeritus Professor and Emeritus Reader has no duties or powers and shall not be entitled to membership of Council, Senate or any Board or to exercise any administrative function in the University.

3. The application process and criteria for the award of the Emeritus Professor and Emeritus Reader title shall be set out within a University Procedure, approved in accordance with the University Policy Framework.

Ordinance B6. Award and Conferment of Degrees, Diplomas and Certificates

(Previously Ordinance IV)

1. The Doctoral Degrees, Masters Degrees, Degrees, Diplomas, Certificates, Fellowships, Scholarships, prizes and other distinctions of the University (other than Honorary Degrees) shall be awarded by Senate and conferred at a degree ceremony on candidates who have fulfilled all the conditions laid down in the Ordinances, Academic Regulations and University policy documents.

2. The award of honorary degrees shall be conferred on the joint recommendation of Senate and Council, as prescribed by Ordinance A9 – Honorary Degrees and the Joint Committee of Senate and Council.

3. Examinations for the Degree of Bachelor of Arts, Bachelor of Laws, Bachelor of Nursing, Bachelor of Midwifery and Bachelor of Science or Master in Science (First Degree) will lead to the award of either a classified honours degree or a pass degree depending on the standard reached by the candidate. (There is no separate examination for a pass or ordinary degree.)

4. Degrees shall be conferred at a congregation of the University, a degree ceremony, to be held for that purpose at such time and place, at least once each year, as may be determined by Council. The Degrees shall be conferred by the Chancellor, the Vice-Chancellor, the Deputy Vice-Chancellor and Provost, a Pro Vice-Chancellor or an Executive Dean.

5. Doctoral Degrees, Masters Degrees, Degrees, Diplomas and Certificates may be conferred upon persons in absentia. No Doctoral Degree, Master Degree, Degree, Diploma or Certificate shall be conferred unless the candidate has paid the fees prescribed by the Regulation. The degree ceremony arrangements and the conditions of graduation shall be prescribed by University policy documents.

6. The arrangements for the conferment and award of Degrees to be awarded dually or jointly with other recognised degree-awarding institutions shall be agreed by Senate and governed by Academic Regulations and University policy documents.

7. POSTHUMOUS TAUGHT AWARDS

7.1 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.

7.2 All posthumous awards are unclassified. If the death of a student occurs after they have completed all the requirements for an award the award will not be considered posthumous and will, therefore, be classified.

8. POSTHUMOUS RESEARCH DEGREES

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

9. AEGROTAT TAUGHT AWARDS

9.1 An aegrotat award for incomplete study is an unclassified award that may be conferred in extenuating circumstances, such as in cases where a student's ability to complete an award is permanently compromised by severe illness once extenuating circumstances processes have been fully considered and followed as applicable.

9.2 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 may exercise their discretion to recommend conferment of an aegrotat award where the appropriate criteria have been met.

10. AEGROTAT RESEARCH AWARDS

10.1 An aegrotat postgraduate research degree may be awarded should a candidate become unable to complete their studies due to extenuating circumstances, such as severe illness, following consideration of available evidence of the candidate's ability by the Research Degrees Committee.

10.2. All research awards are available as aegrotat awards, with the exception of degrees which are subject to fitness to practice requirements. Where a programme of study has professional body requirements, accreditation will not take place.

Ordinance B7. Examiners and examinations

(Previously Ordinance V)

1. Setting and marking of any in-course assessments, formal written examinations, orals or practicals for taught academic awards of the University shall be the responsibility of Boards of Examiners comprising the internal and external examiners for each of the subjects or groups of subjects included in the scope of the examination or assessment.

2. The University's Academic Regulations and the Examinations Code of Practice shall set out the University's assessment and examination arrangements, examination board arrangements and the external examiner system.

SECTION C. STUDENTS' UNIONS OF THE UNIVERSITY

Ordinance C1. Keele Students' Union (KeeleSU)

(Previously Ordinance XV)

1. There shall be a Students' Union of the University (hereinafter called KeeleSU) for the promotion of the general interests of all students and to afford a recognised channel of communication between students and the University.

2. There shall be a KeeleSU Code of Practice, approved by the University Council, in fulfilment of the requirements of the Education Act 1994 – Section 22 (Students' Unions). In accordance with this Act, Council is responsible for taking reasonable steps to ensure that KeeleSU "operates in a fair and democratic manner and is accountable for its finances". The Act requires that the University and KeeleSU comply with measures relating to the operation of the Union, in particular relating to its Constitution, membership, elections, sabbatical officers, finances, affiliations, and requirements of the Charites Act 2006, freedom of speech and complaints, in order to ensure that the Union operates in a fair, transparent and democratic manner. The Code of Practice shall set out how these requirements be achieved.

3. KeeleSU is registered with the Charity Commission as a Charitable Incorporated Organisation (charity number 1173328).

4. In accordance with its charitable status, KeeleSU is authorised to manage its own affairs and funds within the provisions of this Ordinance, the Union Constitution and Bye-Laws, in addition to statutory legislation.

5. KeeleSU shall have a complaints procedure for all students who are dissatisfied with their dealings with the Union or because of a claim to be disadvantaged having opted out of Union membership. Any student who remains dissatisfied after exhausting all internal complaints procedures in the Union have the right to submit a complaint to the University, which will be considered by Council.

5.1 The University shall have a procedure for handling such complaints – complaints should be addressed to the Secretary to Council who will establish if there is a case for consideration, in line with the procedure. If a case is found, then the Secretary to Council may make a recommendation on behalf

of Council for KeeleSU to provide suitable and proportionate remediation. If a case is found or if the case is more complex, the Secretary to Council may appoint a lay member of Council, as an independent person, to investigate the complaint and make a recommendation to Council for final resolution of the matter.

SECTION D. GRIEVANCES AND DISCIPLINE

Ordinance D1. Staff Disciplinary Procedures

(Previously Ordinance XXV)

1. Tribunal Procedures

The Tribunal appointed under Statute 31.16 shall adopt the following procedure:

a) Representation the member of the academic staff concerned is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of charges by a Tribunal;

b) Oral Hearing a charge shall not be determined without an oral hearing at which the member of the academic staff concerned and any person appointed by them to represent them are entitled to be present. All written evidence to be relied upon at the Tribunal Hearing by both sides shall be exchanged not later than seven days prior to the date of the Tribunal.

c) Procedure at Hearings the member of the academic staff and any person representing the staff member may call witnesses and may question witnesses upon the evidence on which the case against him or her is based.

2. Powers and Duties of the Tribunal

a) The Tribunal shall be empowered at any stage

i) to postpone or adjourn the proceeding and shall not unreasonably refuse the request of the member of staff or of the officer in charge of the proceedings to do so,

ii) to dismiss the charge or charges for want of prosecution,

iii) to remit the charge or charges to the Vice-Chancellor for further consideration and for the correction of accidental errors,

b) The Tribunal shall ensure that the member of staff is aware of his or her rights under the Statutes including the right of appeal.

3. Proceedings

a) The Director of Human Resources or where they are unable to act, another officer appointed by the Vice-Chancellor, shall within 14 days of a charge being preferred at the direction of the Vice-Chancellor ensure that the member of staff concerned receives notification in writing:

i) of the details of the disciplinary charge,

ii) of the date and place of the hearing, such date to be not earlier than 3 weeks from the date of notification,

iii) of the right to call witnesses and requiring the member of staff concerned to inform the Secretary to Council at least 7 days in advance of the meeting of the Tribunal of the names of any such witnesses,

iv) of the entitlement to be represented by another person who may be legally qualified or not and of the requirement to notify the Secretary to Council of the details of such representation at least 7 days in advance of the meeting of the Tribunal.

v) of the requirement to exchange all written evidence to be relied upon not later than 7 days prior to the date of the Tribunal.

b) The Tribunal shall proceed as expeditiously as possible consistent with the need to observe the principles of justice and fairness and, wherever possible, set itself a time-table after hearing representations from the member of staff concerned for the presentation of the charge or charges, the hearing of witnesses and the determining of the case.

Appeals Against Dismissal or Disciplinary Findings

1. This Ordinance applies to Appeals lodged under Part V of Statute 31.

2. Procedures

a) Representation

An appellant is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of his or her appeal;

b) Oral Hearing

An appeal shall not be determined without an oral hearing at which the appellant and any person appointed by the appellant to represent him or her are entitled to be present and, with the consent of the person or persons hearing the appeal, to call witnesses;

c) Notification to Appellant

Following the appointment by the Council of a person to hear and determine an appeal, the Secretary to Council or their nominee will write to the appellant at least 21 days in advance of the hearing giving notice of: the date, time and venue for the hearing of the appeal; their right to be represented by another person whether such person be legally qualified or not in connection with and at any hearing of their appeal; subject to the consent of the person or persons hearing the appeal, the right of the appellant to call witnesses provided that the names of such witnesses are notified to the Secretary to Council at least 7 days in advance of the hearing of the appeal; of the need to exchange all written evidence to be relied upon not later than 7 days prior to the date of the hearing.

3. Powers and Duties of the Person or Persons Appointed to Hear the Appeal

a) The person or persons appointed shall be empowered at any stage to postpone or adjourn the proceedings and shall not unreasonably refuse the request of the appellant or the Secretary to Council to do so, to dismiss the appeal for want of prosecution, to correct accidental errors, to set appropriate time-limits for each stage (including the hearing itself) to the intent that any appeal shall be heard and determined as expeditiously as reasonably practicable, to take any of the actions detailed in Statute 31.29(3).

b) The person or persons appointed shall send the reasoned decision on the appeal, together with any finding of fact different from those come to by the Council or, as the case may be, the Disciplinary Tribunal to the Vice-Chancellor and to the parties to the appeal.

Ordinance D2. Staff Grievance Procedures

1. This Ordinance applies to Grievances lodged under Part VI of Statute 31.

2. Procedures

a) Representation

At any formal hearing of a grievance, both the aggrieved person and any person against whom the grievance lies is entitled to be accompanied by a friend or a representative.

b) Oral Hearing

No grievance shall be determined without an oral hearing at which both the aggrieved person and the person against whom the grievance lies are entitled to be present and, with the consent of the Vice-Chancellor acting under Statute 31.33 or of the Grievance Committee set up under Statute 31.35, to call witnesses.

c) Notification Following reference of a grievance to the Grievance Committee under the provisions of Statute 31.34 the Secretary to Council or their nominee shall within 10 days of such referral arrange for a hearing of the Committee giving the members of the Committee clear details of the grievance: All parties to the grievance shall be given at least 21 days notice of any hearing of the Grievance Committee and all written evidence to be relied upon by both sides shall be exchanged not later than seven days prior to the hearing. The Secretary to Council or their nominee shall inform the aggrieved person and those persons against whom the grievance lies of their entitlement subject to the consent of the Grievance Committee to call such witnesses as they may think fit provided that they inform the Secretary to Council at least seven days in advance of the date of the meeting of the Grievance Committee of the names of the witnesses. The Secretary to Council shall inform the aggrieved person and any persons against whom the grievance lies of their entitlement to be represented at the hearing of the Grievance Committee by a friend or representative.

Ordinance D3. Grievances considered by Council

1. This Procedure applies to:

(i) Staff

Grievances submitted to Council under the provisions of Statute 17(22), other than those by staff covered by Ordinances D1 and D2 above. Grievances submitted by staff proceed straight to the hearing stage.

(ii) Students

Grievances submitted to Council under the provisions of Statute 17(22). For student grievances the normal procedure is:

(a) If it is clear that a case for consideration has been established on the basis of the grievance presented and the case file, the Secretary to Council shall convene a Panel for a hearing.

(b) If it is clear that a case for consideration has not been established, the Secretary to Council shall reject the case.

(c) If a case for consideration has been established and it is determined that the student's case may be resolved by referring the case back to the body whose decision the grievance is against, the Secretary to

Council may do so without the need for a hearing. This does not preclude the student from submitting a further grievance if they are not satisfied with the outcome of the reconsideration.

(d) If a case for consideration has been established and it is clear that the student's case can be resolved by overturning the decision of the body whose decision the grievance is against on the basis of the grievance presented and the case file, the Secretary to Council may do so without the need for referring it back or without the need for a hearing.

2. Where a hearing is to be held, the Pro-Chancellor, shall appoint a Panel, normally consisting of three members (two lay members of Council and one member of Academic Staff), to consider the detailed case submitted and any oral evidence, and to make recommendations to the Council. The Chair of the Panel will be one of the lay members of Council.

3. Those present for a hearing are the Panel, the Secretary to Council and/or a Clerk nominated by the Secretary to Council, and the parties to the case - the University representative (the Chair or nominee of the body or the individual whose decision the grievance is against) and the aggrieved person, who may be accompanied. This would normally be a member of staff, a current student, a member of Advice & Support at Keele in the Students' Union, or an elected officer of the Keele University Students' Union. The University has the discretion to accept other supporters where this is deemed necessary by the Panel Chair and the Secretary to Council. Witnesses as to evidence or character are present for their own evidence only.

4. The Panel Chair will be responsible for the conduct of the hearing within the parameters set out below:

a) The University case and the grievance case are circulated to the Panel and to the parties to the case at least one week before the hearing. Normally, neither party should introduce new material at the hearing, but it may be permitted at the discretion of the Chair and may result in an adjournment to allow the other party to prepare its answer to the new points made.

b) The Panel convenes for a hearing, with only the Secretary to Council and/or its Clerk present.

c) The aggrieved person and friend/representative and the University representative enter the room.

d) The aggrieved person (or friend/representative) puts their case, and calls witnesses (who are not otherwise present for any part of the hearing).

e) The University representative questions witnesses (including the aggrieved if they give evidence). Members of the Panel may also ask questions, including any of the aggrieved person or their friend/representative.

f) The University representative puts the case in reply, and calls witnesses (on the same terms as the aggrieved person).

g) Questions from the aggrieved person (or friend/representative) and the Panel, as [e] above.

h) The University representative sums up, without introducing new material at this stage.

i) The aggrieved person (or friend/representative) sums up the case presented without introducing new material at this stage.

j) All but the Panel, the Secretary to Council and/or the Clerk withdraw for deliberations by the Panel; the Secretary to Council and/or the Clerk takes no part in making the final recommendation.

k) The parties are not informed of the recommendation before it is transmitted to Council for decision. The Panel's recommendations should be circulated to Council one week prior to its meeting (as is

normal for Council papers), with copies being sent to both parties, to arrive no earlier than external members of Council receive their papers. Exceptionally, because of the timing of the hearing, papers may be tabled at the Council meeting.

5. Grievances to Council complete the University's internal procedures. When the process is exhausted, students who remain dissatisfied may wish to contact the Office of the Independent Adjudicator (OIA) for Higher Education, which provides an independent review of student complaints.

Regulations

REGULATION A1: VISA AND IMMIGRATION

(formerly Regulation 6: Visas and Immigration)

1. DEFINITIONS

- Academic Engagement: UK Visas and Immigration (UKVI) consider you to be academically engaging if you are actively and consistently following your course of study. Academic engagement is indicated by activities such as:
    - Attending required lectures, seminars or tutorials
    - Undertaking required laboratory work
    - Undertaking research or fieldwork
    - Submitting essays, assignments, and attending examinations

This is not an exhaustive list and not all courses will contain all these elements.

- CAS: Confirmation of Acceptance for Studies, an electronic document sent from the University to UK Visas and Immigration containing information about you and your chosen course, required for a Student Visa application.
- ICA: Immigration, Compliance & Advice.
- KDA: Keele Doctoral Academy.
- Procedural Irregularity: where University procedures have not been followed correctly.
- Programme of Study: This is the course or degree you are studying.
- UKVI: United Kingdom Visas and Immigration.

2. VISA COMPLIANCE AND SPONSORSHIP

2.1 Keele University as Student Visa Sponsor

Keele's 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 **UKVI Sponsor Guidance**.

2.2 Applicants' Suitability to Study

2.2.1 In order for Keele University to provide Student Visa sponsorship, you, as an applicant must provide evidence that you are suitable for sponsorship and are able to fund your studies. If you are a new applicant you will have to pay a tuition fee deposit. 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 sponsorship is confirmed.

2.2.2 The University will not sponsor you if you are or have been an overstayer in the UK, or may fall under the "general grounds" for refusal in part 9 of the UK Immigration Rules. It is your responsibility to provide independently verifiable evidence that you are eligible for sponsorship.

2.3 Right to Study checks

You must evidence your right to study in the UK by providing one or more (as required) of the following documents:

1. Passport;
2. Valid visa;
3. Academic Technology Approval Scheme (ATAS) Certificate
4. Any other documentation as requested by the University.

2.4 Student Engagement

2.4.1 Keele University, as a Student Visa sponsor, has an obligation to UKVI to monitor and record Student Visa holders' academic engagement with their course and will do so in line with the University's Student Attendance and Engagement Policy and Attendance Policy and Procedure for Student Route Visa Holders. Additionally, UKVI specify that students should have their studies terminated if they have not re-engaged with their studies for a period of 60 calendar days following the first contact from their sponsor regarding their lack of academic engagement.

2.4.2 You should live within a reasonable travelling distance of the University. Travelling distance is not an acceptable reason for failing to engage with your studies. The maximum travel time to the University should be no more than ninety minutes by public transport.

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

2.5 Length of Student Visa Sponsorship

2.5.1 Keele University Student Visa sponsorship will last for your expected period of study, as defined when admitted, plus an additional period granted by UKVI, as defined in the Immigration Rules Appendix: Student, paragraph ST25.3.

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

2.5.2 Your eligibility for a Student Visa extension will be considered if you:

- change your programme of study and need a longer visa to complete the new programme. The ICA team will advise you whether the application can be submitted inside the UK or not.
- need to repeat modules and / or assessments with attendance. Following an Exam Board, Student Records will inform ICA of any Undergraduate or Postgraduate Taught students who have the opportunity to repeat modules or assessments so that your eligibility for a Student Visa extension (in line with UK Immigration Rules Appendix: Student) can be determined
- are a Postgraduate Research (PhD) student who needs longer to complete your studies. The length of your visa extension will be determined by the KDA within UKVI rules.
- add a permitted work placement or study abroad period to your course which will mean you need longer to complete your course.
- are elected as a Students' Union Sabbatical Officer.

No other extensions will be considered.

If a new CAS is required for any reason e.g. extension, refusal, LOA etc, the University's current financial charge will apply to cover the cost of the new CAS and the associated administrative costs.

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

2.5.4 If you need to return to the University to complete your studies outside of your Student Visa sponsorship period, you will be supported to apply for a Standard Visitor Visa if appropriate (subject to UKVI requirements).

2.6 Visa Refusals

If your Student Visa application is refused by UKVI, the University's current financial charge will apply for a new CAS if you would like to reapply. Alternatively, if you are an applicant, you can request a refund of your deposit, unless the visa was refused because of fraudulent documents or any other instance of fraud. You will need to provide the UKVI decision letter to ICA.

3. UKVI REQUIREMENTS AND CANCELLATION OF VISAS

3.1 Withdrawal of Sponsorship

3.1.1 If your Student Visa is sponsored by Keele University, you will have your sponsorship withdrawn, resulting in a cancellation of your visa, if you:

- withdraw yourself from the University

- take a Leave of Absence (**Regulation B4**). When returning from a Leave of Absence you will need a new visa before returning to the University
- have your studies terminated by the University
- complete your studies more than four months earlier than the expected end date stated on your CAS. This will be reported to UKVI as early completion
- change your immigration status and / or programme of study and are consequently no longer eligible for University sponsorship under the Student Visa Route
- do not have a valid and in date Academic Technology Approval Scheme (ATAS) Certificate (if one is required).

3.2 Breach of Student Visa Conditions

3.2.1 If your Student Visa is sponsored by Keele University, you are required to adhere to the UK Immigration Rules at all times and must academically engage with your course. The University has a duty to notify UKVI if you fail to academically engage with your programme of study. Keele University can terminate your studies if your attendance remains below the level required in the Attendance Policy & Procedure for Student Route Visa holders or by UKVI. In this instance you can be removed from your course and your Student Visa sponsorship will be withdrawn.

3.2.2 If the University finds, or the University is informed by UKVI, that you have breached your immigration conditions, your studies can be terminated. For example, working more than the number of permitted hours per week.

3.2.3 If UKVI inform the University that you do not have permission to study, Keele University will terminate your studies and report to UKVI who will cancel your visa.

3.3 Tuition Fee / Accommodation Fee Debt

If you are in debt to the University, having failed to pay for tuition fees or University Accommodation costs within the required period, in accordance with the Charging and Payment of Student Fees Policy you can be terminated from your studies.

4. THE GRADUATE ROUTE

4.1 Upon successful completion of your course, ICA will check whether you meet the eligibility criteria for the Graduate Route and if satisfied, will report your successful completion to UKVI.

4.2 ICA will notify you via your University email address once this report has been made.

4.3 It is then your responsibility to apply for the Graduate Route if you want to switch to that immigration category.

4.4 ICA cannot advise on the Graduate Route but can provide information.

4.5 Keele University reserves the right to refuse to report your successful completion to UKVI if you have outstanding debt (tuition fees, accommodation, other) to the University.

5. APPEALS

5.1 Appeals concerning potential cancellation of visas

5.1.1 Students can appeal against the University's decision to terminate their studies if there is evidence of procedural irregularity in the decision-making process. The appeal form and further information is available here.

5.1.2 Appeals must be submitted within 5 calendar days of being informed of the termination of studies.

5.1.3 The Deputy Academic Registrar or nominee will decide the result of any appeal within 5 working days. This communication will be sent to the email address provided with the appeal.

5.1.4 If your appeal is rejected, ICA will contact UKVI to report termination of your studies and cancellation of your visa.

5.2 Grievances against appeal decisions

5.2.1 Once the appeal procedure is complete, it is possible to submit a grievance to the University Council. A grievance can be submitted if there is evidence of procedural irregularity in the conduct of the appeal process. Further grievance information can be found here.

5.2.2 A grievance must be submitted in writing to the Secretary to Council within 14 calendar days of receiving the outcome of the appeal.

5.2.3 Students must comply with the requirements of UKVI and will not be sponsored during the grievance proceedings.

REGULATION B1: STUDENT DISCIPLINE

Access the previous versions of this Regulation here.

1. SCOPE

1.1 This regulation applies to offer holders (those who have accepted a place to study at the University) and all registered students at the University.

1.2 It covers allegations of student behaviour that may occur at any time and in any location, provided such behaviour is deemed detrimental to another member of the University, University property, or the interests and reputation of the University.

1.3 Partner institutions have their own regulatory frameworks. If there are any relevant variations or if an alternative regulation replaces this one, these will be specified in the student terms and conditions that you receive upon accepting a place to study, as well as in Course Information Documents.

2. PURPOSE

2.1 This regulation provides a mechanism through which student disciplinary misconduct can be managed and addressed. It outlines the expectations the University has for its registered students to maintain order and contribute to a respectful and supportive environment for all individuals.

2.2 Details regarding what will be classed as disciplinary misconduct and the processes that will be followed are provided in the Code of Practice for Student Non-Academic Discipline.

3. EXPECTATIONS

3.1 As members of the University community, students are expected to uphold high standards of behaviour at all times, both on and off campus.

3.2 Students are expected to:

- **Treat others with respect and dignity**, regardless of background, identity, or beliefs.
- **Act with honesty and integrity**, upholding the values of the University in all activities.
- **Follow University policies and procedures**, as well as any rules set by partner organisations or placements involved in their course.
- **Take responsibility for their actions**, including how their behaviour affects others and reflects on the wider university community.
- **Respect the rights, property, and wellbeing of others**, avoiding behaviour that may cause harm, distress, or disruption.

3.3 Behaviour that does not meet these expectations may result in disciplinary action. The University may impose penalties such as formal warnings, fines, suspension, or expulsion, depending on the seriousness of the misconduct.

3.4 By choosing to study here, students accept these expectations as part of their commitment to the University and to their peers.

4. REGULATORY DETAIL

4.1 The University will adhere to the procedures outlined in the Code of Practice for Student Non-Academic Discipline when an allegation of misconduct is made.

4.2 To protect individuals and the University community the University may impose temporary restrictions at any point during these processes.

4.3 If an allegation of student misconduct also constitutes a breach of criminal law, the University reserves the right to report this to the police. University disciplinary processes are not a substitute for police investigation.

4.4 In all cases considered under this regulation, allegations of misconduct will be assessed on the balance of probabilities.

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.

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 - Intercalated 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 is 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 visa 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 you are subject to this Regulation 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 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.

2.3 Possible outcomes of the School Health and Conduct committee are defined in the Fitness to Practise Code of Practice.

2.4 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.

2.5 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 Student Appeals, Complaints and 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 Risk Assessment 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 only submit appeals using one or more of the following grounds:

- **(a)** procedural irregularity;
- **(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, Statutes Ordinances Regulations
  - 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).
- **(c)** bias or reasonable perception of bias.

6.2 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 Head of Student Appeals, Complaints and Conduct. 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 outcome letter.

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

6.4 If you have met the appeal criteria, the Chair of the University Fitness to Practise Appeals Committee and the Head of Student Appeals, Complaints and Conduct 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 After completing the Fitness to Practise procedures you may be eligible to submit a grievance only if your grievance meets one or more 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.
- **(c)** That the outcome was unreasonable in the circumstances.

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 using one or more of the following grounds:

(a) procedural irregularity;
(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).
(c) bias or reasonable perception of bias.

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 only submit appeals using one or more of the following grounds:

(a) procedural irregularity;
(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, Statutes Ordinances Regulations
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).
(c) bias or reasonable perception of bias

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 8.2 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 more 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.

(c) That the outcome was unreasonable in the circumstances

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 the Academic Registrar but are not satisfied with how the complaint was dealt with, you may be eligible to submit a grievance to the University Council under the provisions of Ordinance D3 only if your grievance meets one or more 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.

(c) That the outcome was unreasonable in the circumstances.

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 If you obtain a mark of 10 or below in 50% of more of the modules you have studied in the most recent semester, without approved exceptional circumstances, the University may decide you have failed to engage with your studies sufficiently. Your school will consider your performance at the end of each semester and may terminate your studies.

1.1.3 The processes 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. Additionally, all students studying on a Student Route Visa must follow the **Attendance Policy and Procedure for Student Route Visa Holders**.

1.1.4 Before your studies are terminated due to failure to engage with studies, the University will attempt to contact you on multiple occasions using the contact details you provided to the University and give you reasonable notice.

1.1.5 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, previously undisclosed exceptional circumstances, or bias or unreasonable perception of bias.

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 normally only be made on the grounds of procedural irregularity, previously undisclosed exceptional circumstances, or bias or unreasonable perception of bias.

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, 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 Following your termination, you may be able to return to your studies. You should submit a request in writing to the Head of Student Records and Awards, or nominee, detailing the reasons why you did not engage with the relevant process by the deadline. You will normally not be able to resume your studies until the start of the new academic year. If this is the case, you will be placed on a leave of absence until this time.

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

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

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

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

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

Your studies will be terminated if your registration at the University would breach the requirements placed upon the University by UK Visas and Immigration (UKVI) and the UK Immigration Rules. The University's responsibilities are outlined in Regulation A1: Visa and Immigration.

11. DISHONEST / UNTRUE APPLICATIONS AND OMISSIONS

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 In very exceptional circumstances, as a result of an academic appeal under **Regulation B6** (Academic Appeals) or approved Exceptional Circumstances, a student may be granted a further one-year extension to the maximum period of registration at the discretion of the Academic Registrar (or nominee). In all circumstances, an extension can only be granted once during a programme of study. If you are studying a programme governed by a PSRB then it may not be possible in any circumstance to extend your registration.

2. RESEARCH PROGRAMMES

2.1 The minimum, normal and maximum periods of registration for research programmes are set out in the table in section 5.4 of the Code of Practice for Postgraduate Research Degrees. 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.

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 Pro Vice-Chancellor (Research and Innovation).

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 assessment. (This applies from 2024/25 – previously marks were 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) if applicable, achieving any programme specific thresholds as published here.

Students who do not meet the requirements set out in 10.1 (a) and (b) may still be considered for progression based on the current University entry requirements for clearing at the point of progression.

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. For year-long modules, this means that you will not normally be permitted to change these modules after week 3 of semester 1. An exception to this is for year-long (Semester 1 and 2) placement modules, where students who do not secure a placement by the start of semester 2 will have the option to transfer to another optional module.

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)

(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 the full credit load for your award 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 the full credit load for your award 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 the full credit load for your award 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 or veterinary 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 Intercalated 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. Admission with advanced standing on the basis of prior learning at certain other institutions may only be permitted as part of specific [progression] agreements with those institutions as detailed in the School of Medicine Undergraduate (MBChB) Admissions Process.

5.3 Only modules defined as part of the MBChB are recognised as contributing to the degree award, except where students are permitted to transfer into a year of the programme after year 1 through specific progression agreements with partner institutions as indicated in 5.2. Students transferring into the programme under these circumstances must have satisfied all requirements of their original programme up to the point of transfer.

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 RPL Policy, applicants may be admitted with advanced standing if they hold up to 120 credits at Level 4 and 120 credits at Level 5, 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 Where there are programme specific deviations or exemptions from the University's Regulations, these will be set out in the relevant Programme Specification.

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 TO NEXT LEVEL OF STUDY

The rules for progression to the next level of study are detailed in Regulation D2.

11. AWARD CLASSIFICATION RULES

The rules for classifying Integrated Masters Degrees are described in Regulation D2

REGULATION C7: TAUGHT POSTGRADUATE DEGREES

(formerly Regulation 2A: Modular Postgraduate Courses, Excluding Professional Doctorates and Research Degrees)

1. SCOPE

This regulation covers all postgraduate taught degrees at Level 7 and sets out the fundamental structure of a postgraduate taught 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 You will not normally be permitted to change your modules later than three weeks after the start of the semester.

3.4 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, subject to the University's Recognition of Prior Learning (RPL) Policy. 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 above will be determined in line with the policy.

3.5 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. MODULES AND AWARDS

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 or optional depending on your programme of study.

(c) Where a module is available for more than one programme, its status as a compulsory or optional module may vary between programmes.

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

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

(f) 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 modules, which can be taken at more than one level of study. On taught postgraduate programmes at Level 7, exceptionally a small amount of modules allocated to Level 6 may be included in the approved programme structure as set out in the programme specification. The volume of Level 6 credit is limited by the credit requirements set out in Regulation E1.

5.2 For modules at Level 7, the pass mark for assessed work will be 50%. Where Level 6 modules are included in a programme leading to an award at Level 7, the pass mark for assessed work remains at 40%.

5.3 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.

5.4 Masters Degrees

For a Masters Award, you must be awarded at least 180 credits, including at least 150 credits at Level 7. This will include a module / modules to the equivalence of at least 30 credits of independent study, such as a dissertation, placement or independent project.

5.5 Masters Degrees 'with Placement'

a) For Masters Degree 'with Placement', in addition to being awarded at least 180 credits undertaken as per 5.4 above, you must also undertake an extended placement.

b) The placement must take place in an approved work setting and if you fail to successfully complete the requirements of the placement you will revert to the standard version of your programme.

5.6 Postgraduate Diploma

For a Postgraduate Diploma, you must be awarded 120 credits, including at least 90 credits at Level 7.

5.7 Postgraduate Certificate

For a Postgraduate Certificate, you must be awarded 60 credits, including at least 45 credits at Level 7.

6. MODULE ASSESSMENT AND REASSESSMENT

The rules describing the assessment and reassessment of modules are provided in Regulation D1.

The rules for repeating modules are provided in Regulation D2.

7. MODULE COMPENSATION

Where your programme of study allows the awarding of credit through compensation of modules, this is detailed in Regulation D5.

8. AWARD CLASSIFICATION RULES

The rules for classifying Masters Degrees are described in Regulation D2

Postgraduate Diplomas and Postgraduate Certificates are not classified.

REGULATION C8: GRADUATE CERTIFICATE AND GRADUATE DIPLOMA

(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)

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 of 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 has previously failed, shall be credited with the minimum mark for a pass irrespective of the actual mark achieved.

9.5 The assessment of all modules shall be University assessments.

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

REGULATION C9: PROFESSIONAL DOCTORATES (2021 onwards)

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 those on professional doctorate programmes to be postgraduate researchers and, as such, you are covered by the University's **Postgraduate Research Degrees Code of Practice**.

2. ADMISSION

2.1 To be admitted to a Professional Doctorate 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 the equivalent if you have been educated outside the UK; and

(b) a Masters Degree, or the equivalent if you have been educated outside the UK and hold that qualification normally in the general field you are applying within, or its equivalent in professional experience and a professionally accredited programme.

Applicants without a Masters degree will be considered on a case-by-case basis, where they can provide evidence of relevant professional experience or other experiential prior learning. If you are accepted under this sub clause you might be required to take an examination or attend an interview

2.2 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.

2.3 We will 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.

2.5 Recognition of Prior Learning

It may be possible to be admitted to the programme based on 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. REGISTRATION

3.1 You must enrol with the University within three weeks of starting your programme. You must re-register in each academic year by a date set by Academic Registry.

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 the Research Degrees Committee (RDC) on behalf of Senate and meet any conditions RDC sets.

4. PROGRAMMES FOR HIGHER DEGREES BY RESEARCH

4.1 You must study your programme for the minimum supervision period (see the Code of Practice on Postgraduate Research Degrees) with the guidance of a supervisory team. The supervisory team will include a Lead Supervisor and (with the exception of PhD by Publication) a minimum of one other team member. The minimum supervision period is the period from enrolment to the formal submission of a thesis excluding all periods of Leave of Absence. Extensions granted by the Research Degrees Committee will normally be for a maximum of one calendar year

4.2 While you are at the taught stage of the programme, you may be able to 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.

4.3 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.

4.4 You cannot study additional modules outside of your programme of study during the taught stage of the programme, other than language modules offered by the Language Centre.

4.5 In exceptional circumstances, the Research Degrees Committee, on behalf of 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.

5. RESPONSIBILITIES AND SUPERVISION

5.1 The responsibilities and duties for postgraduate researchers and their supervisors, including the process to be followed for supervisory team changes are stated in the **Code of Practice on Postgraduate Research Degrees**.

6. STRUCTURE OF PROFESSIONAL DOCTORATE PROGRAMMES

6.1 Overall Structure

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

6.2 Taught Stage

6.2.1. To be awarded a Professional Doctorate Degree, you must successfully pass at least 180 credits in the Taught Stage. As noted in section 2.5 the credit requirement in the taught phase may differ where Recognition of Prior Learning (RPL) has been applied.

6.2.2. 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.

6.2.3. 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.

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

6.2.5. 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.

6.3 Independent Research Stage

6.3.1 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.

7. TAUGHT STAGE: MODULE ASSESSMENT AND REASSESSMENT

7.1 You can find the rules describing the assessment and reassessment of taught modules in **Regulation D1**.

7.2 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.

8. TAUGHT STAGE: MODULE CONDONEMENT AND COMPENSATION

8.1 Where your programme of study allows the awarding of credit through condonement and/or compensation of modules, this is detailed in **Regulation D5**

9. PROGRESS REVIEW 1

9.1 To be eligible to enter the independent research phase of the programme and embark on your thesis, you will be required to pass Progress Review 1 (previously known as doctoral progression review) which will normally take place after the completion of the taught stage. The review will include a formal progression meeting with a panel approved by the School Professional Doctorate Lead from your Faculty 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. For details of when progress reviews are due for different modes of attendance, see the Progress Review Handbook.

9.2 The relevant Faculty Postgraduate Research Committee will decide that:

> **(a)** you are suitable for doctoral study and can progress to the independent research stage of your programme; or
>
> **(b)** you are not suitable for doctoral study, but are suitable for an interim exit award available for your programme; 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 4 months. After this period the Faculty Postgraduate Research Committee will confirm the appropriate final outcome. Details on the resubmission process can be found in the Progress Review Handbook.

9.3 If you are dissatisfied with the decision under paragraph 9.2 above you can appeal the decision - **Regulation B6** Academic Appeals.

10. ACADEMIC STANDING

10.1 If you fail to maintain a satisfactory standard of work the relevant committee can withdraw you from the University at any stage in your programme of study.

10.2 The following are examples of failing to maintain a satisfactory standard of work:

> **(a)** failing to maintain a satisfactory standard of work or active engagement with your studies 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;

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

11. PGR HEALTH AND LEAVE OF ABSENCE

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

11.1 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.

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

11.3 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.

Where appropriate, we will request documentary evidence to support a leave of absence request.

11.4 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.

11.5 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. Before re-enrolment is approved, fitness to study evidence may be required. You must respond to these communications.

11.6 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 to the Faculty 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.

11.7 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 extensions can be found in the Code of Practice on Postgraduate Research Degrees.

11.8 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 we are satisfied that you may resume your studies; or

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

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

11.10 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.

11.11 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.

11.12 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.

11.13 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.

11.14 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.

12. EXAMINATION

12.1 To be eligible for the professional doctorate award, you are required to submit a thesis. The expected length 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 60,000-75,000 words depending on the programme.

13. THESIS

13.1 Your thesis must be written in English, except in language subjects where the supervisor and Research Degrees Committee has agreed it can be in another language. Elements of the thesis may be presented in an *additional* language with the approval of Research Degrees Committee.

13.2 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).

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

13.4 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 unless it has been agreed with the supervisor and clearly indicated in the thesis and on the declaration form. Please refer to the Code of Practice for minimum work contributions required for transfers into Keele.

13.5 Before the degree is awarded you must deposit an electronic copy of your thesis with the University Library. This copy will be the property of the University.

14. ORAL EXAMINATION AND AWARD

14.1 You must attend an oral examination.

14.2 Once it receives your approved title and an examinational panel nomination from Faculty Postgraduate 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.

14.3 There will be two external examiners in the following circumstances:

(a) If the PGR 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.

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

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

(b) you be awarded the degree for which you have submitted your thesis once satisfactory 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 (paragraph 13.4.a or 13.4.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 a Level 7 exit award, subject to any required minor amendments;

(e) instead of a Level 8 award, you should be permitted to re-present the thesis for a Level 7 award, 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;

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.

(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.

14.5 You can appeal against the decision of the Research Degrees Committee following **Regulation B6**.

14.6 Posthumous

(a) A postgraduate research degree can be conferred posthumously if a PGR dies before they were able to complete the requirements of their award. A posthumous award can be accepted on the PGR's behalf by a parent, spouse or other appropriate individual. If

the PGR 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 PGR dies before they were able to submit their thesis for examination, the Research Degrees Committee will consider available evidence of the PGR'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.

14.7 Aegrotat

(a) An aegrotat award for incomplete study may be conferred in exceptional circumstances, such as a PGR 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 PGR's programme of study. Before a recommendation for an aegrotat award is submitted, the PGR 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 PGR 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 PGR has not submitted their thesis for examination, the Research Degrees Committee will consider available evidence of the PGR'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.

15. INTELLECTUAL PROPERTY RIGHTS

15.1 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

16. AWARD RULES

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

17. TERMINATION OF STUDIES

17.1 The PGR Code of Practice and **Regulation B8** describe the circumstances where your studies at the University could be terminated.

18. ACADEMIC MISCONDUCT

18.1 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 C10: RESEARCH DEGREES

(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 the equivalent if you have been educated outside the UK; 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 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.

2.3 We will 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 three weeks of starting your programme. You must re-register in each academic year by a date set by Academic Registry.

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 the Research Degrees Committee (RDC) on behalf of Senate and meet any conditions RDC sets.

4. PROGRAMMES FOR HIGHER DEGREES BY RESEARCH

4.1 You must study your programme for the minimum period of registration (see the Code of Practice on Postgraduate Research Degrees) with the guidance of a supervisory team. The supervisory team will include a Lead Supervisor and (with the exception of PhD by Publication) a minimum of one other team member. **The registration period runs from enrolment to the formal submission of a thesis.** Extensions granted by the Research Degrees Committee will normally be for a maximum of one calendar year.

4.2 In exceptional circumstances, the Research Degrees Committee, on behalf of 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 Postgraduate researchers taking higher degrees by research must:

> **(a)** Demonstrate personal development and employability skills which have been gained through various routes including modules, courses and workshops, as well as any subject specific training required by their Faculty.

5. RESPONSIBILITIES AND SUPERVISION

5.1 The responsibilities and duties for postgraduate researchers and their supervisors, including the process to be followed for supervisory team changes are stated in the **Code of Practice on Postgraduate Research Degrees**

6. PROGRESS REVIEW 1 (PhD, DM or MPhils who request to transfer to PhD only)

6.1 You must demonstrate to the relevant Faculty Postgraduate Research Committee that you are suitable for doctoral study during your Progress Review 1 meeting (previously known as Doctoral Progression). 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 approved by the School PGR Lead. 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. For details of when progress reviews are due for different modes of attendance, see the Progress Review Handbook.

6.2 The relevant Faculty Postgraduate Research Committee will decide that:

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

(b) 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 postgraduate researchers and 4 months for part-time postgraduate researchers. Details on the resubmission process can be found in the Progress Review Handbook.

(c) 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.

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. ACADEMIC STANDING

7.1 If you fail to remain in good academic standing the relevant committee can withdraw you from the University at any stage in your programme of study.

7.2 The following are examples of failure to remain in good academic standing:

(a) failing to maintain a satisfactory standard of work or active engagement with your studies 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.

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

8. PGR HEALTH AND LEAVE OF ABSENCE

This section of the Regulation is supported by the Leave of Absence Procedure for postgraduate researchers, 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. **Leaves of absence will automatically extend the end date up to the maximum periods of registration.**

8.2 You can take a leave of absence only if it is agreed and authorised by the Faculty 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.

Where appropriate, 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. Before re-enrolment is approved, fitness to study evidence may be required. 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 to the Faculty 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.

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 extensions 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 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 and Research Degrees Committee has agreed it can be in another language. Elements of the thesis may be presented in an *additional* language with the approval of Research Degrees Committee.

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 unless it has been agreed with the supervisor and clearly indicated in the thesis and on the declaration form. Please refer to the Code of Practice for minimum work contributions required for transfers into Keele.

10.5 Before the degree is awarded you must deposit an electronic 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 Postgraduate 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 postgraduate researcher 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 you have submitted your thesis; or

(b) you be awarded the degree for which you have submitted your thesis once satisfactory 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 (paragraph 11.4.a or 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 Posthumous

(a) A postgraduate research degree can be conferred posthumously if a postgraduate researcher dies before they were able to complete the requirements of their award. A posthumous award can be accepted on the postgraduate researcher's behalf by a parent, spouse or other appropriate individual. If the postgraduate researcher 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 postgraduate researcher dies before they were able to submit their thesis for examination, the Research Degrees Committee will consider available evidence of the

postgraduate researcher'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.

11.7 Aegrotat

(a) An aegrotat award for incomplete study may be conferred in exceptional circumstances, such as a postgraduate researcher 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 postgraduate researcher's programme of study. Before a recommendation for an aegrotat award is submitted, the postgraduate researcher 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 postgraduate researcher 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 postgraduate researcher had not submitted their thesis for examination, the Research Degrees Committee will consider available evidence of the postgraduate researcher'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. Hold at least an undergraduate degree (or higher) from a nationally recognised higher education provider from the UK or overseas for at least six years or more

and fulfil at least one of the following:

ii. Be a Keele University staff member beyond the probationary period of employment;

iii. be an honorary member of staff;

iv. be an external applicant who can demonstrate a record of publications / outputs of research of appropriate quantity or quality and who do not already hold a doctoral degree in the same or cognate discipline or area of research.

(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 appropriate Faculty Postgraduate Administrator:

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 reference

v. evidence (certificates/ transcripts) of previous publications

vi. a copy of your passport and visas (if applicable)

vii. a pre-admission form

(b) The Faculty PGR Administrator will consult with the appropriate School Postgraduate Research Lead 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 twelve calendar months of the notification of the approval.

(b) You must submit an electronic copy 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**.

15. TERMINATION OF STUDIES

15.1 The PGR Code of Practice and **Regulation B8** describe the circumstances where your studies at the University could be terminated.

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[1] 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 1pm on the date of submission. 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,

[1] 'School' as used in this regulation should be understood to include the Languages Centre and the Foundation Year Centre

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. Certain professional programmes may allow an

initial exemption attempt on pass / fail competency assessments. Where this is the case, it will be set out in the relevant programme specification.

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 unless they have valid exceptional circumstances.

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 have the mark for any reassessed components capped at the pass mark, irrespective of the actual mark achieved. (This applies from 2024/25 – previously marks were capped at the pass mark for the module)

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.

12.4.2 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.

REGULATION D2: PROGRESSION AND CLASSIFICATION RULES (PRE 2022)

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. BACHELORS' DEGREES

If you are studying Medicine you should refer to Regulation C5 (Medical Bachelor's Degrees)

1.1 Rule on Repeating Study

1.1.1 The regulation below outlines when you will be eligible for reassessment based on whether you have approved exceptional circumstances. The definition of those terms is:

(a) If you have failed an academic year without approved exceptional circumstances, this will be classed as 'academic failure'.

(b) If you have failed an academic year but have approved exceptional circumstances on all modules, this will be classed as 'failed with exceptional circumstances'.

1.2 Progression from Level 4 to Level 5

1.2.1 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 and there are no further assessment opportunities during the current academic year.

1.2.2 You must be awarded credit for all modules failed at Level 4 (1.2.1b) 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) You will not be permitted to progress to Level 6 until you have been awarded 120 Level 4 credits.

1.2.3 If you do not meet any 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 any 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) 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.

1.3 Progression from Level 5 to Level 6

1.3.1 You can progress to Level 6 if you meet the following credit threshold:

(a) You are awarded 120 credits at Level 4 and 120 credits at Level 5.

1.3.2 If you do not meet the progression threshold set out in 1.3.1 above but are offered summer reassessment to meet it, your progression outcome will be confirmed once the reassessment outcome is known.

1.3.3 If you cannot meet the progression threshold set out in 1.3.1 above or you have already taken summer reassessment but still not met the threshold due to academic failure, 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 due to academic failure, 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, 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 due to academic failure or Level 5, we will normally terminate your studies.

1.3.4 If you cannot meet the progression thresholds set out in 1.2.1 above or you have already taken summer reassessment and still not met the thresholds but have approved exceptional circumstances for all failed modules, 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 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, 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 5, we will normally terminate your studies.

1.4 Failure at Level 6

1.4.1 If you do not meet the relevant award criteria set out in Regulation C3, section 5.2 but are offered summer reassessment to meet them, your progression outcome will be confirmed once the reassessment outcome is known.

1.4.2 If you cannot meet the relevant award criteria set out in Regulation C3, section 5.2 due to academic failure, and you have already taken summer reassessment but still not met the criteria due to academic failure, you will be given one of the following progression outcomes:

(a) Provided you have not already repeated either Level 4 or Level 5 due to academic failure or Level 6, you will be offered the following repeat year options:

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.

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 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.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated Level 4 or Level 5 due to academic failure or Level 6, we will normally terminate your studies.

1.4.3 If you cannot meet the relevant award criteria set out in section 1.3 above or you have already taken summer reassessment but still not met the criteria but have approved exceptional circumstances for all failed modules, you will be given one of the following progression outcomes:

(a) Provided you have not already repeated Level 6, you will be offered the following repeat year options:

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.

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 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.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining, you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated Level 6, we will normally terminate your studies.

1.5 Degree classification - all Bachelors' 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)

1.5.1 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.

1.5.2 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 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%

1.5.3 If you are studying a Bachelors' 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

1.5.4 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%

1.6 Degree classification - BA International Governance and Public Policy programme with Keele University and Beijing Foreign Studies University

1.6.1 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.

1.6.2 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%

1.7 Degree classification - BSc Public Health Management and BSc Rehabilitation and Exercise Therapy with Chengdu University of Traditional Chinese Medicine

1.7.1 Your degree will be classified based upon the marks you obtain from all 120 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.

1.7.2 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 Keele Level 5 modules.

Step 2: A Level 6 average module mark will then be calculated, based upon the marks you obtain from your 120 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 1.2 above.

2.2 Progression from Level 5 to Level 6 study

The rules for progression from Level 5 to Level 6 are stated in 1.3 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 Section 1.3 for the award of an Honours Degree in the Lower Second Class Honours category.

2.3.2 If you do not meet the progression rule above but are offered summer reassessment, your progression outcome will be confirmed once the reassessment outcome is known.

2.3.3 If you do not meet the progression rule above and you have already taken summer reassessment, you will be given one of the following 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 due to academic failure, or repeated Level 6 you will be offered the following repeat year options:

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.

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 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.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated a previous level of study (excluding Foundation Year), 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 1.5 above. The honours degree award title shall be such as is specified in the relevant programme specification.

2.3.4 If you cannot meet relevant progression criteria set out in 2.3.1 above or you have already taken summer reassessment but still not met the criteria but have approved exceptional circumstances for all failed modules, you will be given one of the following progression outcomes:

(a) Provided you have not already repeated Level 6, you will be offered the following repeat year options:

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.

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 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.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated Level 6, 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 Failure at Level 7

2.4.1 Until you have obtained 120 credits at levels 4, 5, 6 and 7, you will not be able to obtain a degree award. If you fail to obtain 120 credits at level 7 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 7 outcome will be confirmed once the reassessment outcome is known. If you fail to obtain 120 credits at Level 7 and do not have a reassessment opportunity remaining on all failed credits, please see 2.4.3 and 2.4.4, as appropriate.

2.4.2 After summer reassessment, if you still cannot meet the requirements for your Level 7 award due to academic failure, you will be issued with one of the following outcomes.

2.4.3 If you have previously repeated any year of study due to academic failure, or already repeated Level 7, your studies will be terminated, and you will be issued with the highest interim exit award you are eligible for.

2.4.4 If you have not previously repeated any year of study due to academic failure or repeated Level 7, and have passed 120 credits at Level 4, 120 credits at Level 5, and 120 credits at Level 6, you will be offered the following repeat options, unless otherwise specified in the regulations for your programme of study:

i. Repeat Level 7 in full. You will attend a full 120 credits of Level 7 modules in the next academic year and the results from these modules will replace the results of all Level 7 modules you have previously taken, whether passed or failed.

ii. Repeat only failed Level 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit, and will attend the required number of modules in the next academic year to replace the Level 7 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 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 7 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

2.4.5 After summer reassessment, if you still cannot meet the requirements for your Level 7 award but have approved ECs on all failed modules, and have not already repeated Level 7, you will be issued with one of the following outcomes.

i. Repeat Level 7 in full. You will attend a full 120 credits of Level 7 modules in the next academic year and the results from these modules will replace the results of all Level 7 modules you have previously taken, whether passed or failed.

ii. Repeat only failed Level 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 7 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 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 7 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

2.4.6 If you have previously repeated Level 7, your studies will be terminated, and you will be issued with the highest interim exit award you are eligible for.

2.5 Degree classification

2.5.1 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 2.5.2 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.

2.5.2 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 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

2.5.3 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

2.5.4 If you study only Level 6 and 7 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 or 7, 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 or 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 Level 6 or 7, 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:

2.5.5 Your weighted average module mark and degree classification are determined as follows:

Step 1: A Level 6 average module mark will be calculated, based upon the marks you obtain from your Level 6 modules.

Step 2: A Level 7 average module mark will be calculated, based upon the marks you obtain from your Level 7 modules.

Step 3: A weighted average module mark will be calculated, based upon the sum of one third of the average module mark obtained at Level 6 and two thirds of the average module mark obtained at Level 7.

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

- An average module mark of at least 70%
- OR an 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)

- An average module mark of at least 60%
- OR an 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)

- An average module mark of at least 50%
- OR an average module mark of at least 48% AND at least 60 Level 7 credits with a mark of 50 or higher

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.

4.1.1 If you fail to obtain the required credits for your award and do not have a reassessment opportunity remaining, you may be offered the following repeat options, subject to the regulations for your programme of study:

i. Repeat only failed modules. You will keep the marks from the modules where you have been awarded credit, and will attend the required number of modules in the next academic year to replace the modules you have failed up to a maximum of 30 credits. In the case of failure in an optional module, the student shall be permitted to pursue an alternative optional module.

ii. (only if you still have assessment attempts remaining upon all your failed modules) Repeat only the assessment of failed modules. You will keep the marks from the modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

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 CLASSIFCATION (POST 2022)

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. BACHELORS' DEGREES

If you are studying Medicine you should refer to Regulation C5 (Medical Bachelor's Degrees)

1.1 Rule on Repeating Study

1.1.1 The regulation below outlines when you will be eligible for reassessment based on whether you have approved exceptional circumstances. The definition of those terms is:

(a) If you have failed an academic year without approved exceptional circumstances, this will be classed as 'academic failure'.

- If you have failed an academic year but have approved exceptional circumstances on all modules, this will be classed as 'failed with exceptional circumstances'.

1.2 Progression from Level 4 to Level 5

1.2.1 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 and there are no further assessment opportunities during the current academic year.

1.2.2 You must be awarded credit for all modules failed at Level 4 (1.2.1b) 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) You will not be permitted to progress to Level 6 until you have been awarded 120 Level 4 credits.

1.2.3 If you do not meet any 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 any 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) 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.

1.3 Progression from Level 5 to Level 6

1.3.1 You can progress to Level 6 if you meet the following credit threshold:

(a) You are awarded 120 credits at Level 4 and 120 credits at Level 5.

1.3.2 If you do not meet the progression threshold set out in 1.3.1 above but are offered summer reassessment to meet it, your progression outcome will be confirmed once the reassessment outcome is known.

1.3.3 If you cannot meet the progression threshold set out in 1.3.1 above or you have already taken summer reassessment but still not met the threshold due to academic failure, 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 due to academic failure, 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, 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 due to academic failure or Level 5, we will normally terminate your studies.

1.3.4 If you cannot meet the progression thresholds set out in 1.2.1 above or you have already taken summer reassessment and still not met the thresholds but have approved exceptional circumstances for all failed modules, 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 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, 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 5, we will normally terminate your studies.

1.4 Failure at Level 6

1.4.1 If you do not meet the relevant award criteria set out in Regulation C3, section 5.2 but are offered summer reassessment to meet them, your progression outcome will be confirmed once the reassessment outcome is known.

1.4.2 If you cannot meet the relevant award criteria set out in Regulation C3, section 5.2 due to academic failure, and you have already taken summer reassessment but still not met the criteria due to academic failure, you will be given one of the following progression outcomes:

(a) Provided you have not already repeated either Level 4 or Level 5 due to academic failure or Level 6, you will be offered the following repeat year options:

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.

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 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.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated Level 4 or Level 5 due to academic failure or Level 6, we will normally terminate your studies.

1.4.3 If you cannot meet the relevant award criteria set out in section 1.3 above or you have already taken summer reassessment but still not met the criteria but have approved exceptional circumstances for all failed modules, you will be given one of the following progression outcomes:

(a) Provided you have not already repeated Level 6, you will be offered the following repeat year options:

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.

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 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.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining, you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated Level 6, we will normally terminate your studies.

1.5 Degree classification - all Bachelors' 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)

1.5.1 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.

1.5.2 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 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%

1.5.3 If you are studying a Bachelors' 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

1.5.4 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%

1.6 Degree classification - BA International Governance and Public Policy programme with Keele University and Beijing Foreign Studies University

1.6.1 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.

1.6.2 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%

1.7 Degree classification - BSc Public Health Management and BSc Rehabilitation and Exercise Therapy with Chengdu University of Traditional Chinese Medicine

1.7.1 Your degree will be classified based upon the marks you obtain from all 120 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.

1.7.2 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 Keele Level 5 modules.

Step 2: A Level 6 average module mark will then be calculated, based upon the marks you obtain from your 120 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 1.2 above.

2.2 Progression from Level 5 to Level 6 study

The rules for progression from Level 5 to Level 6 are stated in 1.3 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 Section 1.3 for the award of an Honours Degree in the Lower Second Class Honours category.

2.3.2 If you do not meet the progression rule above but are offered summer reassessment, your progression outcome will be confirmed once the reassessment outcome is known.

2.3.3 If you do not meet the progression rule above and you have already taken summer reassessment, you will be given one of the following 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 due to academic failure, or repeated Level 6 you will be offered the following repeat year options:

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.

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 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.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated a previous level of study (excluding Foundation Year), 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 1.5 above. The honours degree award title shall be such as is specified in the relevant programme specification.

2.3.4 If you cannot meet relevant progression criteria set out in 2.3.1 above or you have already taken summer reassessment but still not met the criteria but have approved exceptional circumstances for all failed modules, you will be given one of the following progression outcomes:

(a) Provided you have not already repeated Level 6, you will be offered the following repeat year options:

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.

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 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.

If you still have a failed compulsory or optional Level 5 module with an assessment attempt remaining you will be permitted to undertake this reassessment and must be awarded credits for this module whilst repeating Level 6 study.

(b) If you have failed a compulsory or optional Level 5 module after the maximum allowed two attempts or you have already repeated Level 6, 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 Failure at Level 7

2.4.1 Until you have obtained 120 credits at levels 4, 5, 6 and 7, you will not be able to obtain a degree award. If you fail to obtain 120 credits at level 7 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 7 outcome will be confirmed once the reassessment outcome is known. If you fail to obtain 120 credits at Level 7 and do not have a reassessment opportunity remaining on all failed credits, please see 2.4.3 and 2.4.4, as appropriate.

2.4.2 After summer reassessment, if you still cannot meet the requirements for your Level 7 award due to academic failure, you will be issued with one of the following outcomes.

2.4.3 If you have previously repeated any year of study due to academic failure, or already repeated Level 7, your studies will be terminated, and you will be issued with the highest interim exit award you are eligible for.

2.4.4 If you have not previously repeated any year of study due to academic failure or repeated Level 7, and have passed 120 credits at Level 4, 120 credits at Level 5, and 120 credits at Level 6, you will be offered the following repeat options, unless otherwise specified in the regulations for your programme of study:

i. Repeat Level 7 in full. You will attend a full 120 credits of Level 7 modules in the next academic year and the results from these modules will replace the results of all Level 7 modules you have previously taken, whether passed or failed.

ii. Repeat only failed Level 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit, and will attend the required number of modules in the next academic year to replace the Level 7 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 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 7 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

2.4.5 After summer reassessment, if you still cannot meet the requirements for your Level 7 award but have approved ECs on all failed modules, and have not already repeated Level 7, you will be issued with one of the following outcomes.

i. Repeat Level 7 in full. You will attend a full 120 credits of Level 7 modules in the next academic year and the results from these modules will replace the results of all Level 7 modules you have previously taken, whether passed or failed.

ii. Repeat only failed Level 7 modules. You will keep the marks from the Level 7

modules where you have been awarded credit and will attend the required number of modules in the next academic year to replace the Level 7 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 7 modules. You will keep the marks from the Level 7 modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the Level 7 modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

2.4.6 If you have previously repeated Level 7, your studies will be terminated, and you will be issued with the highest interim exit award you are eligible for.

2.5 Degree classification

2.5.1 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 2.5.2 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.

2.5.2 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 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

2.5.3 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

2.5.4 If you study only Level 6 and 7 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 or 7, 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 or 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 Level 6 or 7, 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:

2.5.5 Your weighted average module mark and degree classification are determined as follows:

Step 1: A Level 6 average module mark will be calculated, based upon the marks you obtain from your Level 6 modules.

Step 2: A Level 7 average module mark will be calculated, based upon the marks you obtain from your Level 7 modules.

Step 3: A weighted average module mark will be calculated, based upon the sum of one third of the average module mark obtained at Level 6 and two thirds of the average module mark obtained at Level 7.

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

- An average module mark of at least 70%
- OR an 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)

- An average module mark of at least 60%
- OR an 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)

- An average module mark of at least 50%
- OR an average module mark of at least 48% AND at least 60 Level 7 credits with a mark of 50 or higher

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.

4.1.1 If you fail to obtain the required credits for your award and do not have a reassessment opportunity remaining, you may be offered the following repeat options, subject to the regulations for your programme of study:

> **i.** Repeat only failed modules. You will keep the marks from the modules where you have been awarded credit, and will attend the required number of modules in the next academic year to replace the modules you have failed up to a maximum of 30 credits. In the case of failure in an optional module, the student shall be permitted to pursue an alternative optional module.
>
> **ii.** (only if you still have assessment attempts remaining upon all your failed modules) Repeat only the assessment of failed modules. You will keep the marks from the modules where you have been awarded credit and will take reassessment only, in the next academic year without attendance, of the modules you have failed. These must be passed within the maximum allowed two assessment attempts, including any attempts you have previously taken.

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. 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, or appropriate nominee, 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 Awards 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 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:

iv. to agree the progression outcome and, where relevant, provisions for retrieval of failure in respect of each student;
v. to make recommendations to Senate on awards and classifications to be made to individual students;
vi. 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 (PRE 2022)

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 Bachelors' Degree Programmes in:

- Faculty of Natural Sciences
- Faculty of Business, Law, 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 Business, Law, 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 (POST 2022)

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 specifed 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 Business, Law, 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 can only be applied to a module under the following conditions:

- 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.
- 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.
- 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	FHEQ Level	Minimum Total Credits	Minimum credits at the Level of the award
Doctorate	PhD, PhD by Publication	8	Not credit rated	
Doctor of Medicine	DM	8	Not credit rated	
Professional / Taught Doctorate	DCouns, DCrim, DEdHealth, DHealthSci, DMid, DNur, DPharm, DPH, DSc, DSW, EdD, LLD, DHealthSci (Physio)	8	540	360
Master's Degree by Research	MPhil	7	Not credit rated	
Postgraduate Taught Master's Degree	MA, MSc, LLM, MBA, MEd, MHPE, MLitt, MMidwifery, MMus, MPH, MSW	7	180[1]	150

Award Type	Abbreviations	FHEQ Level	Minimum Total Credits	Minimum credits at the Level of the award
Postgraduate Taught Master's Degree	MRes	7	180[2]	150
Integrated Master's Degree	MBus, MChem, MComp, MEng, MGeol., MLaw, MLibArts, MMath, MPH, MPharm, MPhys, MSci	7	480	120
Postgraduate Diploma	PGDip	7	120	90
Postgraduate Certificate	PGCert	7	60	40
Postgraduate Certificate in Education	PGCE	7	60	40
Bachelors' degree with honours	BA, BSc, BEng, LLB (Hons)	6	360	120
Bachelors' degree	BA, BSc, BEng, 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

Award Type	Abbreviations	FHEQ Level	Minimum Total Credits	Minimum credits at the Level of the award
Certificate in Foundation Year Studies*		3	120	

* University award not associated with a national framework

[1] Including a minimum of 120 taught credits.

[2] 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: PROGRAMMME 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.

REGULATION B1 & 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 unconducive 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 decsision 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.