

Amendments to the Regulations

Please find details of changes to the University Regulations ahead of your study in 2024/2025.

Track changes have been used to identify changes below. Deletions shown by ~~striketrough~~, insertions shown underlined

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

Regulations amended:

B7 – minor amendment to bring Section 8 in line with the rest of Regulation B7.

D2 – minor amendment to bring Section 1.5 up-to-date as regards agreement with CDUTCM

C9 – major rewrite of Regulation C9 (Professional Doctorates)

C10 – significant edits to Regulation C10 (Research Degrees, excluding Professional Doctorates)

C7 – addition of Masters Degree ‘with Placement’

C3 – minor amendments to 5.3, 5.4, and 5.5

C5 – minor amendment to 5.2, and amendment to 5.3

B1 – major amendment. Reduced from 18 sections to 4, and should be read in conjunction with the Student Non-Academic Discipline Code of Practice.

C1 – minor amendment to Section 2

C3 – amendment to Section 5.2

C4 – minor addition to Section 2

C6 – minor amendments to Section 2 and 3. Major changes to Section 10 and 11

D2 – minor change to Section 1, major change to Section 2

B3 – minor update to Section 9

D3 – minor changes to Sections 2.4, 3.4 and 4.4

D5 – update to Faculty name (both Pre- and Post-2022 versions)

D1 – Updates to 3.4 and Section 12 to incorporate changes made in June 2022 and June 2024 that had not been picked up previously

REGULATION B7: COMPLAINTS

8. GRIEVANCE

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

- (a) There was a procedural irregularity prior to or in the conduct of the complaint investigation.
- (b) There is new evidence that you could not present as part of your original complaint. There must be a valid reason for not presenting the evidence at the time.

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

Regulation D2: Progression and classification rules (Extract)

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

1.5.1 Your degree will be classified based upon the marks you obtain from all ~~90 credits of Keele Level 5 modules and all~~ 120 credits of Keele Level 5 and all 120 of Keele Level 6 modules (as assigned in the Programme Specification), using a weighted average module mark, which is calculated in four steps as described below. In the calculation, the following rules apply:

- (a) This average module mark will be weighted, based upon the credit value of each module so for example, a 30-credit module will carry twice the weight of a 15-credit module.
- (b) If you repeat a year of study at Level 5 or Level 6, it will be the marks you obtain from the modules taken in the repeat year that will be used in the calculation process.

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

Step 1: A Level 5 average module mark will be calculated, based upon the marks you obtain from your 90-120 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 60 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 60 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 60 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%

REGULATION C9: PROFESSIONAL DOCTORATES

1. SCOPE

1.1 This regulation covers all professional doctorates offered by the University and sets out the fundamental structure of such degree programmes and the requirements to obtain an award. Where there are programme specific deviations or exemptions from this or other University's Regulations, these will be set out in an annex to the relevant programme specification. The University considers ~~students-those~~ on professional doctorate programmes to be postgraduate researchers ~~students~~ 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

2.24 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 can 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.

2.52 Recognition of Prior Learning

It may be possible to be admitted to the programme ~~on the basis of~~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 one three weeksweek of starting your programme. You must re-register in each academic year by a date set by the Head of Student Records and Examinations. 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 Senate-RDC sets.

3. PROGRAMMES OF STUDY PROGRAMMES FOR HIGHER DEGREES BY RESEARCH

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

You must study your programme for the minimum supervision period (see Ordinance IV 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 registration period is the period from enrolment to the formal submission of a thesis excluding all periods of Leave of Absence. If you have an approved leave of absence, the final date for submission will automatically be extended by the equivalent period of time. Extensions granted by the Research Degrees Committee will normally be for a maximum of one calendar year

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

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

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

3.5 In exceptional circumstances, ~~Senate~~ 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. MAXIMUM PERIOD OF REGISTRATION

4.1 The maximum period of registration to complete your programme of study is stated in Regulation C1.

4. RESPONSIBILITIES AND SUPERVISION

4.1 The responsibilities and duties for postgraduate researchers and their supervisors, including the process ~~for~~ to be followed for supervisory team changes if a supervisor leaves research degrees ~~are~~ are stated in the Code of Practice on Postgraduate Research Degrees.

5. STRUCTURE OF PROFESSIONAL DOCTORATE PROGRAMMES

5.1 Overall Structure

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

5.2 Taught Stage

5.2.1. To be awarded a Professional Doctorate Degree, you must successfully pass at least 180 credits in the Taught Stage. As noted in section 2.52 above details entry with recognition of prior learning, where the amount of credits needed in the credit requirement in the taught phase may differ where Recognition of Prior Learning (RPL) has been applied.

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

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

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

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

5.3 Independent Research Stage

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

6. TAUGHT STAGE: MODULE ASSESSMENT AND REASSESSMENT

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

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

7. TAUGHT STAGE: MODULE CONDONEMENT AND COMPENSATION

7.1 ~~There is normally no module condonement or compensation available for professional doctorate programmes, although in some circumstances, compensation or condonement may be allowed subject to Faculty approval. You have to pass all modules at the agreed pass mark. Where your programme of study allows the awarding of credit through condonement and/or compensation of modules, this is detailed in Regulation D5~~

8. ~~PROGRESS REVIEW 1~~PROGRESSION

8.1 To be eligible to enter the independent research phase of the programme and embark on your thesis, you will be required to pass Progress Review 1 (previously known as a doctoral progression review) which will normally take place after the completion of the taught stage. ~~have led~~ The review will include a formal progression meeting with a panel appointed/roved by the relevant School Professional Doctorate Lead from your Faculty/R! 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 FTE routes, see the Progress Review Handbook.

8.2 The relevant Faculty/R! 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

(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/R! Postgraduate Research Committee will confirm the appropriate final outcome. Details on the resubmission process can be found in the Progress Review Handbook.

(b) you are not suitable for doctoral study, but are suitable for an interim exit award available for your programme

(8.3 If you are dissatisfied with the decision under paragraph If you are dissatisfied with the decision under paragraph 8.2 above you can appeal the decision (see HYPERLINK

["https://www.keele.ac.uk/legalgovernancecompliance/governance/actcharterstatutesordinancesandregulations/regulationsandpoliciesindex/regulationb6/"](https://www.keele.ac.uk/legalgovernancecompliance/governance/actcharterstatutesordinancesandregulations/regulationsandpoliciesindex/regulationb6/) **Regulation B6 Academic Appeals**).

~~There may be recommendations attached to the outcome of the review which will determine whether you can progress to the independent research stage immediately or after some further work, or whether you will be advised to submit instead for one of the interim exit awards available for your programme.~~

~~8.2 The rules for progression to the independent research stage of the programme are detailed in Chapter 3 of the University's **Postgraduate Research Degrees Code of Practice**.~~
Postgraduate Research Degrees Code of Practice.

9. TIME-LIMIT ACADEMIC STANDING

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

9.2 The following are examples of ~~persistently~~ 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;~~

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

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

108. 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.~~

108.1 ~~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.~~

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

108.3 ~~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.

108.4 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.

108.5 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.

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

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

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

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

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

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

108.10 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.

108.11 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.

108.12 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.

108.13 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.

108.14 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.

119. THE THESIS STAGE EXAMINATION

119.1 To be eligible for the professional doctorate award, you are required to submit a thesis. The ~~minimum and maximum expected~~ lengths of the thesis will vary by programme and this will be defined in the programme specification. For professional doctorate programmes the thesis has to be in the range of 60,000-75,000 depending on the programme. ~~50,000 to 65,000 words.~~

120. THESIS

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

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

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

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

~~9.5 After submission of the thesis, you will be required to attend an oral examination before a panel usually consisting of an of internal and an external examiner.s.~~

~~9.6 Before the degree can be awarded, you must formally lodge a copy of the thesis with the University in a format set out in the PGR Code of Practice.~~ **120.1** 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.

120.2 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).

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

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

120.5 Before the degree is awarded you, or someone acting on your behalf, must deposit an electronic-bound copy of your thesis with the University Library. This copy will be the property of the University.

134. ORAL EXAMINATION AND AWARD

134.1 You must attend an oral examination.

134.2 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.

134.3 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.

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

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

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

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

(d) instead of a Level 8 award, you should be approved for 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.

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

11.6 Alternative Exit Award

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

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

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

134.7 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.

134.8 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.

142. INTELLECTUAL PROPERTY RIGHTS

142.1 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

150. AWARD RULES

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

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

164. TERMINATION OF STUDIES

~~11.1 The PGR Code of Practice~~ **Regulation B8** **Regulation B8** describes the circumstances where your studies at the University could be terminated.

172. ACADEMIC MISCONDUCT

172.1 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 (EXCLUDING PROFESSIONAL DOCTORATES)

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

1. SCOPE

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

2. ADMISSION

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

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

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

2.3 We ~~can~~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 ~~one three weeks~~week of starting your programme. You must re-register in each academic year by a date set by ~~the Head of Student Records and Examinations.~~ 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 Senate RDC sets.

4. PROGRAMMES FOR HIGHER DEGREES BY RESEARCH

4.1 You must study your programme for the minimum ~~supervision~~ period of registration (see ~~Ordinance IV~~ 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 registration period is the period from enrolment to the formal submission of a thesis excluding all periods of Leave of Absence. If you have an approved leave of absence, the final date for submission will automatically be extended by the equivalent period of time.~~ 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, [Senate 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 ~~Students~~[Postgraduate researchers](#) taking higher degrees by research must:

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

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

5. RESPONSIBILITIES [AND SUPERVISION](#)

5.1 The responsibilities and duties for [postgraduate researchers and their supervisors, including the process for to be followed for supervisory team changes if a supervisor leaves research degrees are](#)are- stated in the [Code of Practice on Postgraduate Research Degrees](#).

6. ~~DOCTORAL PROGRESSION~~[PROGRESS REVIEW 1 \(PhD, DM or MPhils who request to transfer to PhD only\)](#)

6.1 You must demonstrate to the relevant Faculty/~~RI~~ Postgraduate Research Committee that you are suitable for doctoral study ~~at your first during your Annual Progress Review 1 checkpoint 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 ~~appointed~~[proved](#) by ~~the relevant thea School PGR Lead from your Faculty/RI Postgraduate Research Committee.~~ You will not pass doctoral progression until you fulfil the relevant research training requirements as set out in the [Code of Practice on Postgraduate Research Degrees. For details of when progress reviews are due for different modes of attendance FTE routes, see the Progress Review Handbook.](#)

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

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

~~(b) you are not yet suitable for progression and, following review, will be given a programme of work to complete over a maximum period of 2 months for full-time students~~[postgraduate researchers and 4 months for part-time students\[postgraduate researchers. Details on the resubmission process can be found in the Progress Review Handbook.\]\(#\)](#)

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

or

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

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

7. ~~TIME LIMIT~~ STANDARD OF WORK ACADEMIC STANDING

7.1 If you ~~persistently fail to maintain a satisfactory standard of work~~ remain in good academic standing the ~~relevant committee Research Degrees Committee~~ can withdraw you from the University at any stage in your programme of study.

7.2 The following are examples of ~~persistently failing to maintain a satisfactory standard of work~~ 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;

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

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

8. ~~STUDENT~~ PGR HEALTH AND LEAVE OF ABSENCE

This section of the Regulation is supported by the Leave of Absence Procedure for ~~Research Students~~ 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/~~RI~~ Postgraduate Research Committee.

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

(a) medical reasons;

(b) maternity/paternity/adoption leave;

(c) bereavement;

(d) personal Financial Hardship;

(e) other valid personal reasons.

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 ~~in writing~~ to the Faculty/~~RI~~ Postgraduate Research Committee. The Committee will seek specialist advice where necessary and will decide if permission will be granted. The committee can also set conditions. ~~The committee will consider whether the period of maximum registration can be extended (see Ordinance IV).~~

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

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

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

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

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

8.10 You can appeal on one or both of the following grounds:

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

(b) There is new evidence that can be proven, including exceptional circumstances, which was not known at the time, and may have affected the outcome had the Faculty Research Committee (and the Research Degrees Committee) known. There must be a valid reason for not making it known at the time.

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

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

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

8.14 You can submit a grievance to the University Council under the terms provided by Statute 17 (22) if you are dissatisfied with the appeal. Grievances must be submitted within 14 calendar days of the letter informing you of the outcome of the appeal and must be made in writing to the Secretary to Council. Grievances can be made only on one or both of the following grounds:

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

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

9. EXAMINATION

Master of Philosophy (MPhil)

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

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

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

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

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

Doctoral Degrees (PhD, DM)

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

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

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

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

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

10. THESIS

10.1 Your thesis must be written in English, except in language subjects where the supervisor 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. ~~You can incorporate thesis work which has previously been submitted towards a higher degree at this or any other higher education institution,~~

~~provided that this is~~ 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, ~~or someone acting on your behalf,~~ must deposit an electronic-bound copy of your thesis with the University Library. This copy will be the property of the University.

11. ORAL EXAMINATION AND AWARD

11.1 You must attend an oral examination.

11.2 Once it receives your approved title and an examinational panel nomination from Faculty 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 student 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 ~~the~~ you have submitted your thesis; or

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

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

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

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

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

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

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

11.6 Alternative Exit Award

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

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

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

11.7 Posthumous

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

11.8 Aegrotat

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

iii. 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 AND can demonstrate previous collaborations with Keele. ~~be a graduate of Keele University for six years or more (PhD) or nine years or more (Higher Doctorate); or~~

~~ii. hold a Master's Degree of Keele University for five years or more (PhD) or eight years or more (Higher Doctorate); or~~

~~iii. hold a Doctoral Degree of Keele University for six years or more (Higher Doctorate only); or~~

~~iv. be a graduate of any other University approved for this purpose for six years or more and have been a member of the academic staff of Keele University for three years or more (PhD) or be a graduate of any other University approved for this purpose for nine years or more~~

~~and have been a member of the academic staff of this University for three years or more (Higher Doctorate); or~~

~~v. be any other person associated with the work of Keele University whose qualifications are deemed by the Research Degrees Committee, on behalf of Senate, to be acceptable.~~

(c) We will normally only consider applications in subject matters for which we currently offer supervision and where appropriate supervision is available.

13.4 Application Procedure

(a) To apply for a PhD or Higher Doctorate by Published Work you must first submit the following to the Deputy Director of Global Student Recruitment and Admissions 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 proposed title 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 ~~Deputy Director of Global Student Recruitment and Admissions will consult with the appropriate Faculty to confirm~~ whether the application is appropriate and that appropriate supervision is available. If satisfied, they will arrange for the Research Degrees Committee to consider the application. The Research Degrees Committee may take additional advice from within the University or externally.

(c) The approved title will be confirmed by the Faculty Research Committee, and the Research Degrees Committee will appoint two external examiners and an independent chair.

13.5 Supervision

(a) For a PhD by Published Work, the relevant Faculty will assign you an appropriate supervisor.

13.6 Submission

(a) If the Research Degrees Committee approves your application for a PhD or Higher Doctorate by Published Work, you must make a submission within twelve ~~six~~ calendar months of the notification of the approval.

(b) You must submit ~~three copies of your~~ 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 .1 The PGR Code of Practice¹ ~~Regulation B8~~ **Regulation B8** describes the circumstances where your studies at the University could be terminated.

Revised Regulation C7 (Taught Postgraduate Degrees) – Senate - December 2024

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.

5.5 6 Postgraduate Diploma

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

5.6 7 Postgraduate Certificate

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

Regulation C3: Bachelors Degrees (Extract)

5.3 Bachelor's Degrees 'with International Year'

(a) For degrees 'with International Year', you must be awarded at least ~~480 credits, including 360 credits~~ 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.

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

(a) For degrees 'with Work Placement Year' or 'with Industrial Placement Year', in addition to being awarded at least ~~360 credits~~ 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).

5.5 Bachelor's Degrees 'with Entrepreneurship Year'

(a) For degrees 'with Entrepreneurship Year', in addition to being awarded at least ~~360 credits~~ 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).

Regulation C5: Medical Bachelors Degrees (Extract)

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 Policy 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 in to 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.

June 2025 updates:

Regulation B1 Student Non-Academic Discipline (reduced from 16 sections to 4)

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 C1: Maximum Periods of Registration (Extract)

2. Research Programmes

2.1 The minimum, normal and maximum periods of registration for research programmes ~~is four calendar years full time (pro-rata for periods of part-time study)~~ 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. ~~The maximum period of registration for PGR students is 6 years including periods of extension and leave of absence (pro-rata for part-time study).~~

2.2 In very exceptional circumstances, as a result of an academic appeal under Regulation B6 (Academic Appeals), a Student may be granted a further one year extension to the maximum period of registration at the discretion of the ~~Chair of the relevant Examination Board~~ Pro Vice-Chancellor (Research and Innovation).

Regulation C3: Bachelors Degrees (Extract)

5.2 Bachelor's Degrees

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

120 credits at Level 4;

and 120 credits at Level 5;

and 120 credits at Level 6.

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

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

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

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

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

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

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

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

Regulation C4: Intercalated Bachelors Degrees (Extract)

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.

Regulation C6: Integrated Masters Degrees (Extract)

2. Admission

2.2 In line with the University's [APL-RPL](#) Policy, applicants may be admitted with advanced standing if they hold up to [240-120](#) credits at Level 4 ~~or above~~ [and 120 credits at Level 5](#), provided that no exemption shall be accorded for Level 6 or Level 7 modules.

3. Course Regulations

~~**3.1** There shall be course regulations in a form approved by Senate.~~

~~**3.2** All course regulations shall require the approval of Senate.~~

[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.

10. Progression

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

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

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

~~**10.2** To progress from Level 6 to Level 7 a student must at least satisfy the requirements under Regulation C3 for the award of an Honours Degree in the Lower Second Class Honours category.~~

~~**10.3** Any student who fails to satisfy the requirements in paragraph 10.2 above shall revert to Honours Degree candidature and be considered for the award of an Honours Degree under the provisions of Regulation C3. The honours degree award title shall be such as is specified in the relevant programme specification.~~

11. Award

~~**11.1** To qualify for the award of a Master's Degree, a candidate must:~~

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

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

~~(c) have satisfactorily completed an approved full-time or part-time programme of study, within the maximum period of time defined by Ordinance.~~

~~**11.2** A student who has pursued a programme of study consisting of modules to the equivalent of at least 480 credits and has satisfied the examiners in:~~

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

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

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

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

~~shall be awarded the Master's Degree.~~

~~**11.3** Programme regulations shall state whether any condonement is available whereby credit will be awarded to a student for one or more modules of up to 45 credits* in total with a mark between 30 and 39 across Levels 4, 5 or 6 (with no more than 30 credits* at any one level of study) as well as one or more modules of up to 35 credits* in total with a mark of between 40 and 49 at Level 7. [*excluding those classed as 'Qualified Fails'.]~~

11.4 Only students who fail to achieve an integrated Master's degree at the first attempt and have a reassessment opportunity available on any failed Level 7 modules will be offered reassessment of those failed modules capped at 50%. These students will remain eligible for an integrated Master's degree if reassessment is successfully completed to the standard required for an integrated Master's degree. Any student who fails to satisfy the requirements for the award of an integrated Master's Degree after such reassessment has taken place shall revert to Honours Degree candidature and be considered for the award of an Honours Degree under the provisions of Regulation C3. The honours degree award title shall be such as is specified in the relevant course regulations and the relevant course regulation shall specify whether students be entitled to any accreditation by a professional statutory or regulatory body.

12. Classification of Award

12.1 Students who have attained the required standard shall be awarded the degree with honours classification as follows:

(a) First Class Honours which is awarded based on an average module mark of at least 70%; OR an average module mark of at least 67% AND at least 60 Level 7 credits all gained from modules with a mark of 70 or higher.

(b) Second Class Honours Division I which is awarded based on an average module mark of at least 60%; OR an average module mark of at least 57% AND at least 60 Level 7 credits all gained from modules with a mark of 60 or higher.

(c) Second Class Honours Division II which is awarded based on an average module mark of at least 50%; OR an average module mark of at least 47% AND at least 60 Level 7 credits all gained from modules with a mark of 50 or higher.

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

(a) Level 5 modules = 20%

(b) Level 6 modules = 30%

(c) Level 7 modules = 50%

12.4 Posthumous

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

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

12.5 Aegrotat

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

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

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 D2: Progression and classification rules (Extract)

1. Bachelor's Degrees

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

1.1 Progression from Level 4 to Level 5

1.1.1 You can progress to Level 5 if you meet one of the following requirements:

- (a)** You are awarded 120 credits at Level 4; or
- (b)** (if you are a Single Honours student) you are awarded a minimum of 90 credits at Level 4, provided you still have an assessment attempt remaining on any compulsory and optional modules you have failed and there are no further assessment opportunities during the current academic year; or
- (c)** (if you are a Combined Honours student) you are awarded a minimum of 90 credits at Level 4, provided you still have an assessment attempt remaining on any compulsory and optional modules you have failed and you fail no more than 15 credits in each subject and there are no further assessment opportunities during current the academic year.

1.2 Progression from Level 5 to Level 6

1.2.1 You can progress to Level 6 if you meet one of the following credit thresholds:

- (a)** You are awarded 120 credits at Level 4 and 120 credits at Level 5; or
- (b)** You are awarded 120 credits at Level 4 and a minimum of 105 credits at Level 5, provided you still have an assessment attempt remaining on any compulsory or optional module you have failed and there are no further assessment opportunities during the academic year.

2. Integrated Master's Degrees

2.3 Progression from Level 6 to Level 7 study

2.3.1 To progress from Level 6 to Level 7 you must at least satisfy the requirements under [Regulation C3section 1.3](#) for the award of an Honours Degree in the Lower Second Class Honours category.

...

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

Regulation B3: Extenuating Circumstances (Extract)

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

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

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

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

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

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

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

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

~~e) [Only for undergraduate students who commenced or repeated level 4 study in full prior to September 2022]~~

~~If your circumstances were not previously taken into consideration by granting you an extension or a further assessment attempt, the Board of Examiners can take such exceptional circumstances into account if your proposed award is on the borderline between two classifications. In such cases, it is at the Board's discretion to raise your award to the higher classification.~~

Regulation D3: Board of Examiners (Extract)

2.4 The functions of the local Module Examination Boards are:

- i. to receive assurances regarding the delivery and assessment of the modules for which marks are being considered;
- ii. to consider the component marks and to approve the overall mark to be awarded to each student for each module;
- iii. To note valid ECs and other approved requests for extensions or further assessment attempts;
- iv. to consider the range of performances across modules and to make recommendations regarding the reassessment modes and timings for those students entitled to further assessment attempts;
- ~~v. where appropriate, to review the mark profile of candidates on the borderline between degree classifications and agree whether to recommend an upgrade to the higher classification in line with the Senate approved criteria;~~
- vi. to make recommendations to Senate for the award of University prizes.

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;
- i. to make recommendations to Senate on awards and classifications to be made to individual students;
- ~~iii. to determine a degree classification for each student identified by the relevant algorithm as being on the borderline between two classifications;~~
- ~~iiiv.~~ to confirm prizes for students nominated for these by their Schools.

4.4 The functions of local Progression and Award Boards of Examiners shall be:

- v. to agree the progression outcome and, where relevant, provisions for retrieval of failure in respect of each student;
- vi. to make recommendations to Senate on awards and classifications to be made to individual students;
- ~~vii. to determine a degree classification for each student identified by the relevant algorithm as being on the borderline between two classifications;~~
- viii. to confirm prizes for students nominated for these by their School.

Proposed amendment to Regulation D5: Module Condonement and Compensation - pre September 2022 version

1. Module condonement on taught undergraduate programmes

1.1 Condonement means you are awarded credits despite failure in a module, subject to the conditions below. The module mark is retained on your transcript.

1.2 Condonement can only be applied to a module under the following conditions:

The mark you have been awarded for the module must be between 30 and 39 (or between 40 and 49 for modules at Level 7)

You must have taken the maximum allowed number of attempts to pass the module (with the exception of final year modules where condonement will be applied by the relevant Award Board after just one attempt).

The module result must not be a qualified fail, signified by a grade of 'Q', which is where one or more assessment components within the module have not been completed to a specified standard.

1.3 The programmes where condonement can apply and the rules for awarding condonement in those programmes are detailed below.

1.3.1 Bachelor's Degree Programmes in:

Faculty of Natural Sciences

Faculty of ~~Humanities and Social Sciences~~ **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 ~~Humanities and Social Sciences~~ **Business, Law, Humanities and Social Sciences**.

Proposed amendment to Regulation D5: Module Condonement and Compensation - post September 2022 version

1. Module condonement on taught undergraduate programmes

1.1 Condonement means you are awarded credits despite failure in a module, subject to the conditions below. The module mark is retained on your transcript.

1.2 Condonement can only be applied to a module under the following conditions:

The mark you have been awarded for the module must be between 35 and 39 (or between 45 and 49 for modules at Level 7)

You must have taken the maximum allowed number of attempts to pass the module (with the exception of final year modules where condonement will be applied by the relevant Award Board after just one attempt).

The module result must not be a qualified fail, signified by a grade of 'Q', which is where one or more assessment components within the module have not been completed to a specified standard.

1.3 The rules for awarding condonement on undergraduate programmes are detailed below.

1.3.1 All Bachelor's Degree Programmes apart from those where this is specified in their programme specification (available here: [Undergraduate](#)):

Condonement can be applied to a maximum of 60 credits of modules, subject to the following rules:

A maximum of 30 credits across Level 4 and Level 5, provided that no other modules have been failed at those levels of study

A maximum of 30 credits of Level 6, provided that no other modules have been failed at that level of study

1.3.2 Integrated Master's Degree Programmes in:

Faculty of Natural Sciences

Faculty of ~~Humanities and Social Sciences~~ [Business, Law, Humanities and Social Sciences](#)

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. ASSESSMENT PRINCIPLES

2.1 The University's approach to assessment is set out in its Assessment 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 coursework work for taught students is standard across the University. It is set at 1pm0am on the date of submission ~~(from 1st September 2020, this will be revised to 1pm)~~. Students are normally required to submit their coursework electronically only. Where this is impossible or impracticable for a particular assessment task, students will be informed in the relevant handbook of the alternative submission format.

4. ASSESSMENT CRITERIA

4.1 The University has sets of Generic Assessment Criteria for undergraduate and taught postgraduate work that are published [here](#).

4.2 The pass mark for modules is agreed at the time the module is first approved. The pass mark is set as follows: at undergraduate level, the pass mark is normally set at 40% and for taught postgraduate modules at 50%. Exceptions may be approved based on the requirements of professional or accrediting bodies. All such exceptions will be notified to students in the relevant programme documentation.

5. ANONYMOUS MARKING

5.1 Anonymous marking is where the marker has no knowledge of the identity of the student who produced the assessed work until after the marking process is complete.

5.2 All examinations and coursework assessments, with the exception of the types of assessment listed below, will be marked anonymously. This applies to all levels of study. Wherever possible, anonymity should not be lifted until all of the assessment process, including moderation, second marking and the reconciliation of discrepancies between markers, has been completed.

5.3 The following assessment types have been identified as approved exemptions from anonymous marking. It is not necessary to apply for exemption from anonymous marking for assessment components of these types:

- Observed assessments such as presentations (individual and group), OSCEs-style assessments or role plays;
- Reports/projects associated with observed assessments, for example where the examiner is assessing the presentation as well as the report/project;
- Laboratory work;
- Practicals;
- Fieldwork;
- Oral (e.g. language) assessments and vivas;
- Placements and placement reports;
- Portfolios of personal work submitted as evidence of attainment which would be difficult to anonymise without a great deal of effort;
- When the summative assessment builds on earlier formative assessment, and where the examiner assesses the effectiveness of the student's response to feedback received on the formative assessment.
- Research dissertations and theses.

5.4 Faculty Education Committees can approve the exemption of a programme, module or assessment component from the requirement for anonymous marking if a sufficient case is made. Approved exemptions apply until the nature of the assessment component is changed.

6. MODERATION

6.1 The University sets out its approach to the moderation of assessed work in its Marking and Moderation Policy which can be found [Marking and Moderation Policy](#)^[2].

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](#).^[3]

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 even if they have valid exceptional circumstances. However, if accepted by the relevant panel, such circumstances will be held on file and may be taken into consideration by the final examination board if their classification is on the borderline to a higher classification.

12.1.3 Students who have passed a module and been awarded credit for it by the examination board are not allowed to undertake further assessment in that module in order to improve their mark unless they are subsequently repeating study on that module as part of a repeat year. See also [Regulation D2](#) Progression and Classification.

12.1.4 Students are normally required to undertake both assessment attempts before any of their failed modules can be condoned in line with the relevant condonement rules as set out in [Regulation D5](#) Condonement and Compensation^[4]

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.^[5]

12.2 Consequences of Reassessment

12.2.1 Students who pass a module they have previously failed will receive a mark that is capped at the pass mark for that module, irrespective of the actual mark achieved.

12.2.2 Students who are allowed a further assessment opportunity as a first attempt, usually as a result of valid exceptional circumstances, will not have their mark capped.

12.3 Structure and Content of Reassessment

12.3.1 Reassessment will normally, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the assessment at the time of the initial failure, but will not include those assessment components that the student has already passed.

12.3.2 Where a student is permitted to be reassessed in one or more failed modules without attendance on the module(s), the following arrangements apply:

(i) the reassessment should be, unless the relevant Board of Examiners decides that this is not practical, of the same structure and be based upon the same material as the assessment at the time of the initial failure;

(ii) for reassessment beyond one year from the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the reassessment is to be based upon a different syllabus, the Head of School is responsible for ensuring arrangements are made:

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

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

12.4 Timing of Reassessment

12.4.1 Students are normally expected to undertake reassessment of failed Semester 1 modules in the assessment or reassessment period at the end of Semester 2 unless they have valid exceptional circumstances that prevent them from undertaking reassessment at that time.

12.4.1 Failed Semester 2 modules are reassessed in the reassessment period prior to the start of the next academic year.

13. LATE SUBMISSION

13.1 If students are late submitting assessed work at the first attempt (or for reassessment at the first attempt), but the work is received within seven calendar days after the submission deadline without valid exceptional circumstances, the maximum that can be awarded is the module pass mark (typically 40% for an undergraduate programme and 50% for a postgraduate programme) or qualifying mark if higher.

13.2 If a student is late submitting assessed work at the first attempt (or for reassessment at the first attempt) more than seven calendar days after the deadline or non-submission of work, without valid exceptional circumstances, the work will not be accepted and they will receive a mark of '0' for that component of the module, which may lead to failure of the module as a whole.

13.3 If students are late submitting work as reassessment and there are no exceptional circumstances, the work will receive a mark of '0' with no further reassessment opportunity.

14. REQUESTS FOR ALTERNATIVE ASSESSMENTS

14.1 In a situation where a student is, for medical reasons, temporarily unable to undertake the assessment tasks prescribed for their modules, their School may apply on their behalf for approval to vary the assessment tasks as long as the alternative assessment arrangements allow the student to demonstrate that they have met the module learning outcomes. There cannot normally be any long term or permanent exemptions from any assessment modus beyond one academic year and instead the student will either be referred to the Support to Study process as set out in [Regulation B4: Fitness to Study](#) or a case conference will be convened as set out in paragraph 14.4 below. On programmes that are subject to professional accreditation, it may not be possible to provide alternative assessment tasks.

14.2 Applications for temporary alternative coursework assessments should be made to the Faculty Dean of Education, who may approve them on the advice of the School's Director of Education, provided relevant evidence to support the application has been submitted.

14.3 Applications for temporary alternative assessments to examination should also be made to the Faculty Dean of Education who will consider them in consultation with the Head of Academic Standards and Student Conduct. They may approve such applications, provided relevant evidence to support the application has been submitted and the application has the support of the School.

14.4 Where such applications are intended to exempt students from the standard assessments for more than one semester, the Faculty Dean of Education and the Head of Academic Standards and Student Conduct will convene a case conference typically involving the student's School, Disability Services and relevant Professional Services to consider the case. They will make their decision based on the advice received from the case conference which will be based on the understanding that there cannot be any permanent exemptions from any assessment modus.

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

Regulation D1: Assessment (Extract)

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 ~~receive a mark that is capped at the pass mark for that module~~[have the mark for any reassessed components capped at the pass mark](#), irrespective of the actual mark achieved.

12.2.2 Students who are allowed a further assessment opportunity as a first attempt, usually as a result of valid exceptional circumstances, will not have their mark capped.

12.3 Structure and Content of Reassessment

12.3.1 Reassessment will normally, unless the relevant Board of Examiners decides that this is not practical, be of the same structure and be based upon the same syllabus as the

assessment at the time of the initial failure, but will not include those assessment components that the student has already passed.

12.3.2 Where a student is permitted to be reassessed in one or more failed modules without attendance on the module(s), the following arrangements apply:

(i) the reassessment should be, unless the relevant Board of Examiners decides that this is not practical, of the same structure and be based upon the same material as the assessment at the time of the initial failure;

(ii) for reassessment beyond one year from the initial failure, where the structure of the assessment is different from that at the time of the initial failure and/or the reassessment is to be based upon a different syllabus, the Head of School is responsible for ensuring arrangements are made:

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

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

12.4 Timing of Reassessment

12.4.1 Students are normally expected to undertake reassessment of failed Semester 1 modules in the assessment or reassessment period at the end of Semester 2 unless they have valid exceptional circumstances that prevent them from undertaking reassessment at that time.

12.4.1 Failed Semester 2 modules are reassessed in the reassessment period prior to the start of the next academic year.