



Leeds Arts University

Academic Regulations

2023-24

Undergraduate Courses

Originator: Academic Registrar
Date: 28 June 2023
Approved by: Academic Board
Document Type: Academic Regulations

Previous version: June 2022

Contents

1	Introduction	4
2	Framework for awards - level, credit and award titles	4
2.1	Frameworks	4
2.2	Credit	5
2.3	Awards offered by the University	6
2.4	Honorary awards	6
2.5	Courses and modules	7
2.6	Duration of registration	7
3	Admission and registration	8
3.1	Admission	8
3.2	Registration	9
4	Recognition of Prior Learning (RPL) and award of credit	10
4.1	Purposes of RPL	10
4.2	Admission with RPL	11
4.3	Admission part way through a course through RPL	11
4.4	Gaining exemption through RPL	11
4.5	RPL and award of credit	12
5	Study Abroad	12
5.1	Study Abroad	12
5.2	Visiting students	13
6	Assessment	13
6.1	Information about assessment	13
6.2	Submission of coursework	14
6.3	Late submission	15
6.4	Assessment Criteria and Marking Scheme	15
6.5	Assessment outcomes	15
6.6	Determining module outcomes	16
6.7	Ownership and retention of coursework	16
7	Examination Boards	16
7.1	Framework for Examination Boards	16
7.2	Undergraduate Examination Boards	17
7.3	Final Examination Boards	17
8	Determining progression and qualification outcomes	18
8.1	Level requirements	18
8.2	Resubmission	18

8.3	Compensation	19
8.4	Repeat of study	19
9	Awards and Classification	19
9.1	Undergraduate awards	19
9.2	Classification of bachelor's degrees	20
9.3	Exit awards	20
9.4	Aegrotat and Posthumous awards	20
10	Conferment of Academic Awards	20
10.1	Conferment of Academic Awards	20
10.2	Exit awards	21
10.3	University Graduation Ceremonies	21
10.4	Certificate of Award	21
10.5	Posthumous awards	22
11	Extenuating Circumstances	22
11.1	Policy	22
11.2	The Extenuating Circumstances Panel	22
12	Academic Misconduct	23
12.2	Definition	23
12.3	Categories of academic misconduct	23
12.4	Policy	24
12.5	Penalties	24
13	Academic Appeals	25
13.1	Principles and policy	25
13.2	Grounds for appeal	25
13.3	Consequences of appeal	26

1 Introduction

These Academic Regulations provide the definitive source of regulatory information for students and staff on all undergraduate courses

- 1.2 These Regulations apply to students undertaking the above courses (Level 4-6) in 2023-24.
- 1.3 The Regulations should be considered in conjunction with institutional academic guidance available on the portal. In addition to these regulations each course of study will have a Course Handbook containing procedures and requirements specific to that course.
- 1.4 The Regulations are determined by the Academic Board of the University.
- 1.5 Variations to these Regulations must be approved by, or on behalf of, Academic Board.
- 1.6 The Regulations set out actions and alternatives where the University has experienced extraordinary disruption to its academic business. This will include, but is not limited to: a major outbreak of disease; natural disaster; fire; and acts of terrorism.
- 1.7 The application of the Regulations is supported by a set of published policies and procedures. Reference is made to these at appropriate points within the Regulations. Key University policies and procedures include the following:
 - Quality Handbook
 - Course Handbooks
 - Student Handbook
 - External Examiner Policy and Handbook
 - HE Extenuating Circumstances Procedure
 - HE Academic Appeal Procedure
 - HE Academic Misconduct Procedure
 - Admissions Policy and Procedure
 - Admissions Complaints Policy and Procedure
 - Fitness to Study Policy and Procedure
 - HE Student Complaints and Resolution Policy and Procedure.
- 1.8 These Regulations are subject to regular review and approval by the Academic Board. Any amendments are communicated to students affected prior to the commencement of an academic session. In exceptional circumstances (to ensure that students are not disadvantaged) it may be necessary to make changes to the Academic Regulations after the start of the academic session. Any such changes will be communicated on a timely basis to students.
- 1.9 It is the student's responsibility to ensure that they are familiar with, understand and abide by the Regulations, and any other relevant published policies and procedures.

2 Framework for awards - level, credit and award titles

2.1 Frameworks

- 2.1.1 The University's approved awards are defined with reference to the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies. Each Framework provides a set of learning outcomes and skills expected of the holders of University awards.
- 2.1.2 The University's awards are offered at the following levels of the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies:

- Level 4
- Level 5
- Level 6
- Level 7

2.1.3 The Curriculum and Credit Framework Guidelines provide further information on the University's definitions and use of qualifications frameworks and credit.

2.2 Credit

2.2.1 Leeds Arts University uses the UK credit-based system for its approved awards (see [Higher Education Credit Framework](#)), and it defines these awards primarily in terms of the qualification level and volume of credit required for each.

2.2.2 The main determinant for the volume of UK credit is notional learning time. This is defined as the reasonable measure of time it would take a student to achieve the learning outcomes of the activities. Total notional student learning time includes all activities required to achieve the learning outcomes of a course, including formal study, assessment, and independent learning.

2.2.3 Notional learning time for a 'standard' full-time academic year is 1200 hours at undergraduate qualification level. These are intended as benchmarks only, and the actual time students take to achieve the required outcomes may be shorter or longer depending on the knowledge and skills of students at entry and on their rate of progression through the course, and the impact of any reasonable adjustments made for students with learning differences and/or disabilities.

2.2.4 A UK credit value is twice its European Credit Transfer (ECT) equivalent (e.g. a 20 UK credit module equates to 10 ECT credits).

Table 1 - Modules, credit size and notional learning hours		
Module Size (HE Credits)	Notional Learning Hours	ECTS Credits (European Credit and Accumulation Transfer System)
20 credits	200 hours	10 credits
30 credits	300 hours	15 credits
40 credits	400 hours	20 credits
50 credits	500 hours	25 credits
60 credits	600 hours	30 credits

2.2.5 Each module of a course will be assigned a single designated credit level (module assessment is unique to a given credit level). The volume and level of credit assigned to any one module is determined and approved by the University at the point of course approval.

2.2.6 The award of credit to learning should be understood in the following terms:

- Credit is allocated to a learning activity on the basis of its stated level learning outcomes;
- A student will only be awarded credit after demonstration through assessment of the achievement of the stated learning outcomes. Credit cannot be awarded if no assessment has taken place;
- The number of credits awarded is independent of the standards (grades achieved). Students achieving higher standards will not be allocated more credits. The higher standard will be reflected in the grade and classification of the award.

2.3 Awards offered by the University

2.3.1 Awards are conferred on the basis of achievement of specified credit, and that credit is achieved through the successful completion of specified modules. Awards of the University are formally approved by Academic Board. The range of possible awards of the University, and their level within the FHEQ, are listed in the table below.

Award title	FHEQ level of qualification	Minimum number of credits required	Levels of credit required
Certificate of Higher Education (Exit award only)	Level 4	120	120 credits at Level 4
Diploma of Higher Education (Exit award only)	Level 5	240	120 credits at Level 4 120 credits at Level 5
Bachelor of Arts / Bachelor of Music (Ordinary) degree (Exit award only)	Level 6	300	120 credits at Level 4 120 credits at Level 5 60 credits at Level 6
Bachelor of Arts / Bachelor of Music (Honours) degree	Level 6	360	120 credits at Level 4 120 credits at Level 5 120 credits at Level 6

2.4 Honorary awards

The University may grant honorary degrees each year at graduation ceremonies. The awards are to recognise outstanding contribution, success and distinction in the arts. Honorary degrees are not academic qualifications.

2.4.1 The honorary degree shall be conferred normally upon persons who have served the University or the community and for whom the award of such a degree would be a proper form of recognition of their achievements by the University. Nominations for Honorary degrees will be considered at a meeting of the Honorary Degrees Committee. The following criteria are applied when considering nominations:

- i. Outstanding personal contribution to the work and development of the University;
- ii. Demonstrates exceptional achievement in the arts;
- iii. Demonstrates social or cultural achievement;
- iv. Outstanding role models for students and graduates;
- v. Embody the values of Leeds Arts University.

2.4.2 The Honorary Degrees Committee will not consider nominations if the proposed recipient is:

- i. a current member of staff or a student of the University;
- ii. a current serving politician;
- iii. a person who, in the view of the Honorary Degrees Committee, is likely to damage the reputation of the University or discredit its awards.

2.4.3 The Honorary Degrees Committee will consider and propose nominations for approval by Academic Board.

2.4.4 Nominations for honorary degrees will be sought from members of the University community. The Secretary to the Honorary Degrees Committee is responsible for inviting nominations.

- 2.4.5 The Chair of the Honorary Degrees Committee shall write to persons who are to be awarded an honorary degree informing them of the decision of the Academic Board, inviting them to accept the degree on the date fixed for the Graduation Ceremony for the Presentation of Degrees and Diplomas.
- 2.4.6 An honorary degree is normally conferred at a Graduation Ceremony. An honorary degree may be awarded in absentia, upon recommendation by the Vice-Chancellor in the case of extraordinary and compelling circumstances. Where an honorary degree is awarded in absentia the recipient shall receive their award and make an acceptance speech online at the ceremony, or via a pre-recorded acceptance speech.
- 2.4.7 An honorary degree shall not be conferred on any person whose name has not been approved for that purpose by the Academic Board.
- 2.4.8 The decision of the Academic Board is final and there is no right of appeal. Exceptionally the University may withdraw an honorary degree if, in the view of the Academic Board, there is a risk to the reputation of the University from continued association with the individual concerned.
- 2.4.9 Further information on procedures relating to the nomination and conferment of honorary degrees are available on the portal.

2.5 Courses and modules

- 2.5.1 A student follows an approved **course** by taking specified modules and achieving credit, enabling progression towards the completion of a named award. All courses are articulated in a course specification which defines key characteristics of an award, including level learning outcomes and expectations, models of teaching and learning, assessment schemes, and how individual modules relate to qualification levels and contribute to the classification of awards.
- 2.5.2 A **module** is a self-contained, credit-bearing unit of study. A module is designated by level of study, and by credit rating. All modules are articulated in a module specification.
- 2.5.3 A module may be assessed through one or more pieces of evidence for submission.
- 2.5.4 All named awards are supported by a set of definitive documentation, comprising course specification and module specifications.

2.6 Duration of registration

- 2.6.1 The table below lists the standard and maximum periods of full-time registration for specified awards, where 'a year' represents an academic year.

Award title	Minimum credit for award and level within the FHEQ	Registration period full time (standard)	Registration period full time (maximum)
Certificate of Higher Education (Exit award only)	120 credits at Level 4	1 year	3 years
Diploma of Higher Education (Exit award only)	120 credits at Level 4 120 credits at Level 5	1 year	3 years
Bachelor of Arts / Bachelor of Music (Ordinary) degree (Exit award only)	120 credits at Level 4 120 credits at Level 5 60 credits at Level 6	3 years	5 years

Bachelor of Arts / Bachelor of Music (Honours) degree	120 credits at Level 4 120 credits at Level 5 120 credits at Level 6	3 years	5 years
---	--	---------	---------

- 2.6.2 The University will terminate a student’s registration for an award of the University if two academic years elapse without the attainment of credit towards that award. In those circumstances, the Final Examination Board will confirm any exit award for which the student may be eligible.

3 Admission and registration

3.1 Admission

- 3.1.1 The University is committed to ensuring that all admissions decisions are fair, transparent and conducted according to documented policies and procedures. The admissions process is conducted according to the principles and procedures outlined in the University’s Higher Education Admissions Policy and the Quality Handbook.
- 3.1.2 To be eligible for admission to a University award, an applicant must satisfy the University’s minimum entry requirements and any specific entry requirements published for the particular course (see also Section 4 of these Regulations on Recognition of Prior Learning). The University’s entry requirements are published on the University website.
- 3.1.3 Any applicant must satisfy the English language entry requirement specified for their level of entry and course. Specific requirements for international students are published on the University website.
- 3.1.4 Legislative, including immigration, requirements may apply in addition to the requirements of these Regulations.
- 3.1.5 Students may be permitted to enter a course of studies with advanced standing, and be awarded credit for prior learning (see Section 4.3.1 on Recognition of Prior Learning).
- 3.1.6 Where the University has established a formal written agreement with an international institution to facilitate international student exchange, the following provisions apply for incoming exchange students. Applicants for entry to a course of study leading only to the award of credit for modules successfully completed must:
- i. Apply directly to the University, specifying the module(s) and level to which admission is being sought;
 - ii. Specify the profile of modules which are to be taken in a learning agreement which has been approved by the home institution;
 - iii. Satisfy any admissions requirements specified by the relevant academic staff responsible for the module(s) to which entry is being sought.
- 3.1.7 A student is only eligible for the award for which they have been accepted at entry, unless an application to change award has been approved, or the intended award changed as the result of a decision by the Final Examination Board.
- 3.1.8 The policy and procedures enabling a complaint against an admissions decision or procedure are set out in the University’s Higher Education Admissions Complaint Policy and Procedure.

3.1.9 Applicants to Leeds Arts University should not omit any requested or relevant information, make a misrepresentation (for example, through plagiarism) or give false or misleading information at any point of the application, including after an offer is made. Should this occur the University reserves the right to dismiss an application, withdraw an offer of a place and/or revoke registration. If misrepresentation is found at a later point during the student's course of study or after graduation, the University can revoke registration and/or the Final Examination Board can withdraw the student's qualification.

3.2 Registration

3.2.1 A student must formally enrol with the University at the start of their course of studies, and subsequently for each period in which they will be registering for modules.

3.2.2 A student who fails to enrol with the University by the deadline will be deemed no longer to be a student and will be withdrawn. They will not be entitled to attend teaching or access any other elements of their course.

3.2.3 A student's enrolment shall be considered as provisional by the University until full payment of the tuition fees due for the relevant period have been made. If a student does not pay, or does not make satisfactory arrangements to pay their tuition fees, then the student's enrolment for the period in question will be cancelled and their work will not be assessed. If a student is in debt for tuition fees for the previous period of study, the student shall not be permitted to re-enrol.

3.2.4 The period of a student's registration will commence on the date the student first enrolls on a course.

3.2.5 The minimum and maximum periods within which a student will be expected to complete the course of study and associated assessment, including the time period for any resit assessments, are covered in these Regulations at 2.6.

3.2.6 A student will remain registered for the maximum period of the award or until they have achieved the award or the registration has been terminated, whichever comes first.

3.2.7 The period of registration may be extended if:

- i. The student has had to resubmit or repeat a part of their course of study, (see Section 8);
- ii. The student has been unable to study or complete a year of study due to approved extenuating circumstances, (see Section 11);
- iii. The student has been given permission to suspend their studies for a maximum period of 18 consecutive months;
- iv. Where there has been extraordinary disruption to academic business an extension may be approved by the Academic Registrar.

3.2.8 The University may **terminate** a student's registration and withdraw the student if the student has:

- i. Committed a serious disciplinary offence as laid out in the University's Student Disciplinary Procedure;
- ii. Exhausted all opportunities to remedy failure or has made insufficient progress through their course at the required stage, as determined by the Final Examination Board;
- iii. Continually fails to engage satisfactorily;
- iv. Received a penalty of expulsion from an Academic Misconduct Panel (see Section 12);
- v. Failed to pay their tuition fee liability as set out in the Higher Education Tuition Fee and Bursary policy;
- vi. Has failed to attain credit for two consecutive academic years.

If the disciplinary offence or incident is found after graduation the Final Examination Board can withdraw the student's qualification. Students whose qualification is withdrawn under these circumstances will be eligible to receive a transcript indicating credit legitimately earned.

- 3.2.9 A student whose registration has been terminated by the University for the reasons stated in 3.2.8 will not be allowed to enrol at the University again for a period of two years from the date of the termination of registration.
- 3.2.10 A student may terminate their registration by formally notifying the Academic Registrar that they wish to discontinue their course. The Student Handbook contains guidance on processes and procedures for withdrawal including guidance on the implications for tuition fees and finances.
- 3.2.11 Students who terminate their registration but subsequently wish to return to study following withdrawal must re-apply to the University. There is no guarantee of re-admission.
- 3.2.12 The University has the right to **suspend** students in the following circumstances:
 - i. A student's suspension has been agreed under the University's Fitness to Study Policy and Procedure;
 - ii. Pending a disciplinary hearing as laid out in the University's Student Disciplinary Procedure.
- 3.2.13 A student may also apply to suspend their studies. Suspension is not a student's right and must be approved by a Course Leader and the Academic Registrar.
- 3.2.14 Suspension can be taken during an academic year or at the end of the academic year. The maximum period of continuous suspension is 18 months. Procedures relating to suspension of studies are set out in the Student Handbook.
- 3.2.15 A student may transfer registration from one course to another where approval has been provided by both Course Leaders, relevant Director - Undergraduate Studies, and Academic Registrar. A student wishing to transfer will need to go through a transferral admissions process.
- 3.2.16 It is the student's responsibility to communicate any changes to information provided at the point of registration.
- 3.2.17 Any student found to have submitted false or incorrect information to claim credit against a course of study, or found to have misrepresented their achievements at the University to an external body, will be required to leave the University. Students whose registration is terminated under these circumstances will be eligible to receive a transcript indicating credit legitimately earned.
- 3.2.18 If misrepresentation is found at a later point during the student's course of study the University can revoke registration. If misrepresentation is found after graduation the University's Final Examination Board can withdraw the student's qualification.

4 Recognition of Prior Learning (RPL) and award of credit

4.1 Purposes of RPL

- 4.1.1 RPL may be used by students as a means of gaining:
 - i. Admission to a degree course;
 - ii. Admission part way through a course;
 - iii. Exemption from one or more modules.

4.2 Admission with RPL

4.2.1 Students who do not have the normal stated entry requirements may be able to gain admission to a course on the basis of prior certificated learning and/or prior experiential learning.

4.2.2 Admission via prior certificated learning

A candidate may be admitted to a course where they can demonstrate that their previous formal learning is broadly equivalent (in terms of content, volume and level) to that achieved at the level(s) normally required for entry to the course. In order for RPL to be accepted for admission to a course of study through certificated study it must have been subject to valid and reliable assessment.

4.2.3 Admission via prior experiential learning

A candidate may be admitted to a course where prior experiential learning is broadly equivalent to the quantity and level of learning that would otherwise have been assessed for normal entry requirements. Any judgement on RPL will refer to the aims and learning outcomes of the course or its component modules or the normal admission requirements. The experience for which recognition is being sought must be demonstrably relevant to skills normally required for admission as well as being of an appropriate quantity and level.

4.2.4 A student admitted on the basis of uncertificated learning and experience or through prior certified learning is otherwise subject to the admission policies and procedures.

4.3 Admission part way through a course through RPL

4.3.1 Students who are able to demonstrate that they have already fulfilled some of the learning outcomes of the course (for example, via prior certificated learning and/or prior experiential learning), and will be able, by completing the remaining requirements, to fulfil the learning outcomes of the course, may be admitted with advanced standing, thus exempting them from some modules or stages of the course (see Section 3.1.6).

4.3.2 Prior certificated learning

Candidates who can provide evidence that they have previously undertaken prior and relevant certificated learning may apply for RPL to gain admission part way through a course. To be eligible for consideration of the award of credit, candidates must submit certification, which demonstrates success in a final assessment for all or part of the course, as well as information on the previous course's content and learning.

4.3.3 Prior learning through experiential learning

A candidate may be admitted part way through a degree course where claimed prior experiential learning is broadly equivalent to the quantity and level of learning of the relevant part of the degree course. Any judgement on RPL will refer to the aims and learning outcomes of the degree course or its component modules, or the normal admission requirements. The experience for which recognition is being sought must be demonstrably relevant to some or all of the skills normally required for admission as well as being of an appropriate quantity and level.

4.4 Gaining exemption through RPL

4.4.1 RPL can be used to gain exemption from module(s) if a student has already had experience similar to that of any of the modules from the relevant course. Evidence must be supplied

to demonstrate that the previous learning correlates with the level learning outcomes of the module(s).

4.4.2 Prior learning through certificated study

Candidates must provide evidence that they have undertaken prior certificated learning completed through an earlier course of study. To be eligible for consideration of the award of credit, candidates must submit certification which demonstrates success in a final assessment for that course or part thereof, as well as information on the content of the previous course.

4.4.3 Prior learning through experiential learning

Academic credit cannot be awarded for experience alone, but for relevant learning which can be demonstrated to have been achieved through that experience. Candidates are required to provide a range of evidence relevant to the area of study, which demonstrates the equivalent learning.

4.5 RPL and award of credit

4.5.1 A student may be awarded credit for prior learning, towards the requirements of a named award up to the maximum as follows.

Award title	Total credit for the award	Maximum RPL credit for award
Certificate of Higher Education	120	60
Diploma of Higher Education	240	120
Bachelor of Arts / Bachelor of Music (Ordinary/Pass) degree	300	240
Bachelor of Art / Bachelor of Music (Honours) degree	360	240

4.5.2 Entry to a course at Level 6 may be considered subject to RPL conditions. These students must meet the entry requirements as stated in the University's Admissions Policy.

4.5.3 All RPL credit granted will be reported through and confirmed by the relevant Undergraduate Examination Board.

4.5.4 Marks associated with credit acquired through RPL will not be used in the calculation of classification of the final award.

4.5.5 Credit will be eligible for transfer for a maximum of 5 years.

5 Study Abroad

5.1 Study Abroad

5.1.1 This section applies where the University has established a formal written agreement through the Turing Scheme with an overseas institution to facilitate international learning experiences for its students. These provisions are subject to successful funding through the Turing Scheme.

5.1.2 Undergraduate students undertaking a year-long study abroad course at Leeds Arts University must study for and gain 120 credits. Students undertaking a year-long study abroad course at Leeds Arts University must come from approved institutions on approved

module-equivalent courses. A Learning Agreement specifies the number and level of credits. Exchange is at Level 5 only.

- 5.1.3 Students on a full-time undergraduate degree at Leeds Arts University who participate in an exchange can only undertake one semester of exchange study. This cannot be extended. Exchange is at Level 5 only.
- 5.1.4 Acceptance on an exchange course depends on the successful completion of the level of study in the academic year before the exchange. If the student has resubmission requirements before the exchange, they may not be eligible to participate in the exchange.
- 5.1.5 The equivalent modules must be passed. The Examination Board will consider failure in line with the requirements set out at Section 8. If a student fails a module, or has approved extenuating circumstances for a module, whilst on exchange, they will be expected to resubmit, or submit, the relevant assessment at the partner institution unless this is not practicable, in which case alternative assessment arrangements will be put in place.
- 5.1.6 Credit will only be recognised for modules that have been passed and for which a transcript of results is provided by the partner institution. These credits form part of the credit requirement for an award. The grades achieved for these modules will not be converted into University equivalents and will not be used in the determination of the final degree classification. The degree classification will be awarded only on the basis of work completed whilst at the University.
- 5.1.7 Turing Scheme placements must be between 1-12 months in duration. Placements can take place over the summer vacation or within a student's first year after graduation.

5.2 Visiting students

- 5.2.1 Visiting students are students registered on a course at another higher education institution (their home institution) from which they will ultimately graduate, who study on taught courses for the duration of one semester or a full academic year at the University. Visiting students are not covered by a reciprocal exchange agreement and are therefore liable for tuition fees at the appropriate rate.
- 5.2.2 Visiting students on a full-time undergraduate degree on a year-long study abroad course at the University must undertake study of 120 credits.
- 5.2.3 Visiting students studying at the University for one semester must undertake study of 60 credits. This cannot be extended.
- 5.2.4 The University will provide an official transcript with a full record of the credits undertaken and awarded during their studies at the University. The academic credit visiting students undertake at the University will transfer back to their home institution and may count towards the student's final qualification. This is at the discretion of the home institution.
- 5.2.5 Visiting students are subject to the University's regulations and policies while they are studying at the University. They must be recorded on the University's student record system as visiting students and will be entitled to access all the University's facilities and services for the duration of their study.
- 5.2.6 It is expected that visiting students would enter into Level 5 of their chosen course.

6 Assessment

6.1 Information about assessment

- 6.1.1 The forms of assessment and its weighting and timing, and the ways in which the

expectations are to be demonstrated through assessment, are set out in module and course specification on eStudio as agreed in the context of course approval/periodic review. Further, each Course Handbook contains comprehensive details of the assessment scheme agreed at course approval.

6.1.2 It is the student's responsibility to ensure that they obtain the information they require in order to present their work for assessment.

6.1.3 The assessment task is referred to as 'the brief'. Details of the assessment task, including requirements and deadlines, are made clear on the brief. It is made available to students at the start of a module.

6.1.4 Exceptionally, alternative forms of assessment to those published at the start of the module may be permitted for individual students, particularly when recommended by an Extenuating Circumstances Panel or Examination Board, having due regard to the specific circumstances of the individual student. An Alternative Assessment Form must be completed by the relevant Course Leader and approved by the relevant Director - Undergraduate Studies. The form should be signed by the student.

6.1.5 In the event of extraordinary disruption to the academic business of the University as set out in 1.6, the forms of assessment published at the start of the module may be revised. All revisions will be made in line with the Course Specification. All such revisions will be communicated clearly and promptly to students and documented by the Quality and Standards Office.

6.1.6 Where appropriate, reasonable adjustments and/or alternative arrangements can be made to assessment for students with diagnosed learning differences and/or disabilities following the Reasonable Adjustment Policy.

6.2 Submission of coursework

6.2.1 Submission requirements, including the date, time and format of submission, are clearly stated in the Module Information. It is the responsibility of students to adhere to those submission requirements. Where there has been extraordinary disruption to academic business, submission requirements, including date, time and format of submission may be revised. All revisions will be made in line with the Course Specification. All such revisions will be communicated clearly and promptly to students and documented by the Quality and Standards Office.

6.2.2 At the point of enrolment and re-enrolment students must confirm that they will comply with the University's regulations on Academic Misconduct (see Section 12) by accepting an Academic Integrity Statement.

6.2.3 Students must submit their own work unless authorised via email by the relevant Module Leader.

6.2.4 A viva voce examination may be conducted as an alternative or additional assessment in very exceptional circumstances (e.g. in certain extenuating circumstances cases or where there is suspicion of academic misconduct). The suitability and appropriateness of such assessment will be determined by the Course Leader and the relevant Director - Undergraduate Studies.

6.2.5 Work submitted for an assessment cannot be amended or re-submitted after the submission deadline.

6.2.6 Failure to submit an assessment will be deemed a non-submission and the assessment will be given a mark of zero.

6.2.7 A student may be excluded from a required assessment event such as a performance if the

student has not participated in the relevant rehearsals unless approved extenuating circumstances apply.

6.3 Late submission

- 6.3.1 All submission deadlines will be clearly stated on eStudio at the start of the module. A submission may require more than one piece of work. All pieces of work contributing to assessment are treated as one and the late submission penalty applies to the whole module.
- 6.3.2 Assessed work submitted late but within 24 hours of the deadline will receive a penalty of 5 marks deducted from the overall module mark. Assessed work submitted between 24 hours late and 48 hours late will receive a penalty of 10 marks deducted from the overall module mark. Any assessed coursework submitted over 48 hours after the specified deadline (without approved extenuating circumstances) will be refused and a mark of 0% will be recorded for the module. If a penalty results in a mark below the pass mark, a mark of 40% will be recorded for the module. This would not apply in the case of academic failure.
- 6.3.3 The same regulations as set out at 6.3.2 apply to late attendance at an assessed presentation.
- 6.3.4 Where a group performance is required as part of assessment, late attendance will be treated as a failure of the module and a mark of 0% recorded, unless approved extenuating circumstances apply.
- 6.3.5 For clarification if the specified deadline is on a Friday then the penalty will apply for the Saturday but not for Sundays or any bank holidays.

6.4 Assessment Criteria and Marking Scheme

- 6.4.1 All assessment is marked according to the undergraduate Assessment Criteria and Marking Scheme. These are located on eStudio.

6.5 Assessment outcomes

- 6.5.1 To obtain a University award, students are required to complete all parts of the course's approved assessment and comply with all regulations relating to their course of study. This includes requirements for the approval of ethical matters and risk assessments prior to submission. The submission will be recorded as a non-submission if the requirements are not complied with.
- 6.5.2 Academic writing is subject to word count limits. The total word count should be within 10% either way of the word count stated on the Assessment Brief. This means that for written work that has a word count below 90% of the stated word count, none of the written work will be marked. For written work where the stated word count is exceeded by more than 110%, the work exceeding the 110% word count will not be considered as part of the assessment. Ancillary data, bibliography, appendices, and footnotes or endnotes are not included in the word count.
- 6.5.3 Marks are given as a percentage. The minimum aggregate pass mark for undergraduate awards is 40%. This minimum applies to assessments, modules, levels and qualifications.
- 6.5.4 The module mark is determined after completion of University marking and moderation processes which are set out in the Quality Handbook.
- 6.5.5 External Examiners are responsible for confirming that the academic standards set are appropriate, for scrutiny of assessment processes and will make a judgement on the integrity of assessment and marking decisions. The remit of External Examiners, and procedures for their appointment, are documented in the Quality Handbook, the External

Examiner Handbook and in the External Examiner Policy.

6.6 Determining module outcomes

- 6.6.1 The overall module mark shall be determined as set out in the assessment criteria detailed on eStudio.
- 6.6.2 The final module mark is expressed as a whole number. Where the assessment of learning through submitted evidence using the 'fields' creates a module mark of 0.5% or greater this will be rounded up to the next full percentage point (e.g. 69.5% is rounded to 70; 59.5% to 60%; and so on). Where the calculation creates a mark below 0.5% this will be rounded down to the next full percentage point (e.g. 69.4% is rounded to 69%; 59.4% to 59%; and so on). For the purposes of rounding up or down, only the first decimal place is used.
- 6.6.3 In order to pass a module a student must achieve a grade of 40% or more.
- 6.6.4 A student who passes a module shall be awarded the credit for that module. The amount of credit for each module shall be set out in the course specification and published in the Course Handbook.
- 6.6.5 Module marks are provisional until they are confirmed at the Final Examination Board.
- 6.6.6 Students who have failed a module(s) may be eligible for resubmission or compensation (see Section 8).
- 6.6.7 The maximum mark that can be awarded in the case of resubmission is 40%.
- 6.6.8 If a student receives a lower mark for their resubmission their previous mark will stand.

6.7 Ownership and retention of coursework

- 6.7.1 Work produced as part of the course is by rights the property of the originator. However, students are expected to allow work to be kept for a period to satisfy the University's quality assurance procedures.
- 6.7.2 Students should be advised for each module when course work is to be returned following assessment. It is the student's responsibility to ensure that work is collected at the stated time. The University takes no responsibility for work not collected at the stated time.

7 Examination Boards

7.1 Framework for Examination Boards

- 7.1.1 No marks and no awards are formally approved until they have been considered by a Final Examination Board.
- 7.1.2 The University operates a 'two tier' system of formal boards to agree assessment outcomes, progression, awards and credit with:
- Undergraduate Examination Boards, and;
 - Final Examination Boards.
- 7.1.3 An Undergraduate Examination Board is held for each course and is attended by the relevant External Examiner(s).
- 7.1.4 All decisions in respect of progression to a next level/stage, final awards and classifications are subject to confirmation by a Final Examination Board acting on behalf of Academic Board. The Final Examination Boards are authorised to assess students in accordance with

the relevant course regulations and to determine the conferment of an approved award upon a student who in the judgement of the Board has fulfilled the objectives of the approved course of study and achieved the standard required for the award.

- 7.1.5 The membership and terms of reference of the Course and Final Examination Boards are determined by Academic Board and specified in the Committees and Governance pages on the portal. Academic Board agrees the actual membership of Examination and Boards at the start of each academic year.
- 7.1.6 The remit of External Examiners with respect to assessment and Examination and Boards, are documented in the External Examiner Handbook.
- 7.1.7 If it proves impossible for an Examination Board meeting to fulfil the usual requirements for quoracy wholly or partly as a result of extraordinary disruption to the academic business of the University, the Vice-Chancellor may approve on behalf of Academic Board a reduced quorum for that Examination Board meeting.
- 7.1.8 If it proves impossible for an Examination Board meeting to fulfil the usual requirements for external representation wholly or partly as a result of extraordinary disruption to the academic business of the University, the Vice-Chancellor may approve on behalf of Academic Board a reduced or differently-constituted external representation for that Examination Board meeting.
- 7.1.9 In cases where a student's results are not available as a result of extraordinary disruption to the academic business of the University, Examination Boards may take any of the decisions open to it under the regulations for undergraduate assessment regarding the student's progression or referral, based on those assessment results available.
- 7.1.10 In cases where an award is to be recommended for a student without all contributing assessment results being available wholly or partly as a result of extraordinary disruption to the academic business of the University, students may be reconsidered at the next meeting of the Examination Board when all available assessment results will be presented to the Board.

7.2 Undergraduate Examination Boards

- 7.2.1 The Undergraduate Examination Boards provide recommendations to a Final Examination Board on the award of credit, the provisional agreement of progression from one level to another, and the provisional determination of awards. The Undergraduate Examination and Boards will consider and recommend to a Final Examination Board, module results, credit totals for all undergraduate courses, and progression for all undergraduate levels of the course. They also monitor and ensure the fair and consistent application of Leeds Arts University assessment procedures and regulations during the assessment process.
- 7.2.2 The examination result sheets are approved and signed by the Course Leader.

7.3 Final Examination Boards

- 7.3.1 The Final Examination Board has delegated authority from the Academic Board for the determination of awards and agreement of progression. The Final Examination Board receives recommendations from each of the Undergraduate Examination Boards on awards and progression results, and approves all final awards, with due reference to the University's classification conventions, and progression. In the course of its business, the Board will take account of:

- marks and profile, including failure of module(s);
- any approved extenuating circumstances;
- proven case/s of academic misconduct;
- academic credits achieved during a study exchange;

- extraordinary events affecting the academic business during the year.

7.3.2 All students' marks and profiles are considered anonymously at the Final Examination Board.

8 Determining progression and qualification outcomes

8.1 Level requirements

8.1.1 Each of the levels (4, 5, and 6) of an undergraduate course is expected to consist of a total of 120 credits.

8.1.2 In order to complete and pass a level of a course, a student must acquire the total credits set out in the course specification at the approved qualification level for the award, or have been exempted through advanced standing (see Section 4.2), or through the implementation of the processes covering extenuating circumstances (see Section 11).

8.1.3 Students must meet all the course level outcomes for the specified level of the award.

8.1.4 A module's weighting for a level is determined by its credit value.

8.1.5 Where a student fails a module, the following may apply:

- i. Resubmission;
- ii. Compensation.

8.2 Resubmission

8.2.1 A student who has failed a module may be allowed a second attempt following a failure at first attempt irrespective of how many credits they have passed.

8.2.2 A student's eligibility for resubmission is subject to all the following conditions:

- i. A student may resubmit the failed module(s) only once;
- ii. A student who does not resubmit by the specified date shall not progress on the course, except in cases where an application for extenuating circumstances has been approved;
- iii. Resubmissions can only take place after the meeting of the Final Examination Board.

8.2.3 A student who successfully completes any required resubmissions within a module(s) shall be awarded the credit for the module and the result capped at the minimum pass mark for the module unless there are approved extenuating circumstances.

8.2.4 The Extenuating Circumstances panel can offer a student who has failed a module either by achieving a module mark less than the pass mark or through non-submission the opportunity to take the affected assessment(s) as if for the first time allowing them to be given the full marks achieved for the examination or assessment, rather than imposing a cap - an uncapped resubmission attempt.

8.3 Compensation

8.3.1 A Level 4 or 5 student who has a marginal failure (38%-39%, before the application of any late penalty adjustment) in a module of 60 credits or in modules totally no more than 60 credits will be automatically awarded credit by the Final Examination Board for the failed module(s), subject to overall average mark for the level of 40% (including the failed module(s)). The original fail module(s) mark (i.e. below the pass mark) shall be retained in the record of marks and used in the calculation of the aggregate mark for the level or qualification.

8.4 Repeat of study

8.4.1 The Final Examination Board may, at its discretion, offer repeat of study where all other opportunities have been exhausted, including resubmission. The Final Examination Board may, at its discretion, permit the following repeat options.

8.4.2 **Partial repeat** as a fully registered student whereby:

- i. The student is not permitted to progress to the next level of the course but must repeat the failed modules in full during the following academic year;
- ii. The student has the required access to all teaching, facilities and support for the modules being repeated and a pro-rata fee is payable;
- iii. The marks that can be achieved for the modules being repeated will be capped at the module pass mark of 40%;
- iv. The student retains the marks for the modules already passed;
- v. No further resubmission opportunities are permitted.

8.4.3 Where resubmission, compensation and partial repeat opportunities have been exhausted, and where the student does not have approved extenuating circumstances, the Final Examination Board may withdraw a student and, where relevant, confirm an exit award as defined in Section 2.

9 Awards and Classification

9.1 Undergraduate awards

9.1.1 Certificate of Higher Education

A candidate who has achieved 120 credits, according to the modules outlined in the Course Specification for the specified award, will be eligible for the award of Certificate of Higher Education.

9.1.2 Diploma of Higher Education

A candidate who has achieved 240 credits, according to the modules outlined in the Course Specification for the specified award, will be eligible for the award of Diploma of Higher Education.

9.1.3 Bachelor Degree - Ordinary

To be eligible for an Ordinary degree a student must have accumulated no fewer than 300 credits, according to the modules outlined in the Course Specification for the specified award.

9.1.4 The Certificate of Higher Education, the Diploma of Higher Education and the Ordinary degree are not classified.

9.1.5 Bachelor Degree - Honours

To be eligible for an Honours degree a student must have accumulated no fewer than 360 credits, according to the modules outlined in the course specification for the specified award.

9.2 Classification of bachelor's degrees

9.2.1 Classification of bachelor degrees will be based on the average mark across all modules within Level 6 and Level 5 at a ratio of 2:1 respectively i.e. the final classification grade will constitute 66.67% of the Level 6 average and 33.33% of the Level 5 average. For the purpose of calculating the average mark for Level 5 and Level 6, marks are rounded to 2 decimal places.

9.2.2 Honours degrees are classified as:

First class	Aggregate mark of 70% or above
Upper Second class	Aggregate mark between 60% and 69%
Lower Second class	Aggregate mark between 50% and 59%
Third class	Aggregate mark between 40% and 49%

9.2.3 Performance in modules for which an award of credit for prior learning has been made is not taken into account in the calculation of the final award. See Section 4 for rules relating to award of credit for recognised prior learning.

9.2.4 Performance in modules relating to an equivalent study exchange (see Section 5) is not taken into account in the calculation of the final award.

9.2.5 Where the final result of the classification calculation creates a mark of 0.5% or greater this will be rounded up to the next full percentage point (e.g. 69.5% is rounded to 70%; 59.5% to 60%; and so on). Where the calculation creates a mark below 0.5% this will be rounded down to the next full percentage point (e.g. 69.4% is rounded to 69%; 59.4% to 59%; and so on). For the purposes of rounding up or down, only the first decimal place is used.

9.3 Exit awards

9.3.1 Students will be eligible for exit awards at intermediate stages of all University courses, as defined in course specifications.

9.4 Aegrotat and Posthumous awards

9.4.1 Should a student be prevented by serious illness, or other circumstances, from completing the final semester module of the course, the Final Examination Board, having considered the relevant evidence (including medical certification) may make a recommendation that an Aegrotat award (without classification) be made. Such exceptions are limited to students who are permanently unable to continue their studies and are registered for the final semester that would complete a qualification. The Board must be satisfied that the student's prior performance demonstrates that they would have passed but for the illness, or other circumstances.

9.4.2 Posthumous awards are permitted for all courses. The classification for such awards is based on past performance and is confirmed by the Final Examination Board.

10 Conferment of Academic Awards

10.1 Conferment of Academic Awards

10.1.1 An academic award (excluding an exit award) of the University may be conferred only in respect of students registered by and with Leeds Arts University, who have followed an approved course and satisfied the academic requirements of the named award (other than in the circumstances described in 9.4) subject to the following conditions:

- i. The award has been determined by the Final Examination Board constituted under regulations approved by the University;
- ii. The candidate has discharged all financial and other obligations to the University.

10.2 Exit awards

10.2.1 If a student leaves the University part way through their course, a student may still have met the required criteria for receiving a Certificate of Higher Education, a Diploma of Higher Education or Bachelor (Ordinary) Degree, as an exit award. If an exit award has been determined, a certificate and transcript of results will be sent subject to the following conditions:

- i. The award has been determined by the Final Examination Board constituted under regulations approved by the University;
- ii. The candidate has discharged all financial and other obligations to the University.

10.3 University Graduation Ceremonies

10.3.1 The Vice Chancellor or other member of the Senior Management Team must be present at the graduation ceremony conferring academic awards of Leeds Arts University.

10.3.2 The Vice Chancellor will authorise the holding of a graduation ceremony including the date and venue. The Vice Chancellor shall normally preside at all graduation ceremonies but is empowered to designate any other member of the Senior Management Team to represent the University at an individual ceremony or group of ceremonies.

10.3.3 Academic awards, Bachelor Honours Degrees and Bachelor Ordinary degrees cannot be conferred other than at a duly constituted graduation ceremony, and certificates therefore cannot be issued before the award has been thus conferred. Acceptance of an award conferred at a duly constituted graduation ceremony, whether in person or not (in absentia), implies agreement to the award and any classification or other grading.

10.3.4 A student cannot obtain a certificate before they have graduated (either at a ceremony or in absentia). A student can request a verification of award which can be used as proof of their degree if required. If a student defers the conferment of their degree they will receive their certificate at the ceremony at which they graduate and will not be able to obtain it any sooner.

10.3.5 Should graduation ceremonies be unable to take place due to extraordinary circumstances, academic certificates of awards may be issued to students as soon as practical after the Final Examination Board.

10.4 Certificate of Award

10.4.1 Leeds Arts University shall provide a certificate of award signed by the Vice Chancellor to each person on whom it confers an academic award. Such certificate shall record:

- i. The name of the University and its marque;
- ii. The full name of the student as entered on the University's Student Record System; it shall be the responsibility of the student to ensure that their name is correctly entered;
- iii. The level of award;
- iv. The approved title of the course as approved for the purposes of the certificate;
- v. The classification of the award if applicable;
- vi. The date of conferment, which shall be the date of the graduation ceremony or the date of the Final Examination Board as appropriate.

10.4.2 Academic Registry shall maintain a record of all academic awards conferred by Leeds Arts University.

10.5 Posthumous awards

10.5.1 The University will offer the student's family the opportunity to attend a graduation ceremony and for a member of the family or another appropriate individual to receive the award on behalf of the student. If the student's family prefers not to attend a graduation ceremony, the award could be made at a private meeting of family with staff concerned. Alternatively, the certificate of award can be posted to the family together with a letter from the Vice Chancellor.

11 Extenuating Circumstances

11.1 Policy

11.1.1 An Extenuating Circumstance is defined as a serious or significant event affecting a student's health or personal life which is beyond the student's control. These events may be short term but are sufficiently serious enough in nature to result in the student being unable to attend, complete or submit an assessment on time or affect their performance adversely. Extenuating circumstances may include unforeseen cases of illness, serious accident or bereavement.

11.1.2 Where there has been extraordinary disruption to academic business, extenuating circumstances can be applied globally to a whole cohort.

11.1.3 The University's definitions of reasons that are acceptable, reasons that may be considered, and reasons that are likely to be unacceptable are set out in the Extenuating Circumstance Procedure. It also provides examples of typical evidence that would need to be submitted to substantiate a claim.

11.1.4 If a student makes a claim for extenuating circumstances after the submission deadline, they would need to demonstrate that they had exceptional reasons as to why they did not make the claim and provide evidence sooner. Exceptional reasons for not submitting a claim on time could include being hospitalised. A claim for extenuating circumstances cannot be made after a student has received their marks for the module.

11.1.5 Evidence to support the claim e.g. medical certificate, statements/ letters/ certificates from professional individuals or organisations must be attached to the claim form (other advice on how to complete it is provided on the form). Submission of extenuating circumstances for an extension must be submitted before the stated deadline for assessment or if making a claim after the submission deadline within 10 calendar days of the circumstances. Extenuating circumstances claims submitted outside these deadlines may not be approved.

11.1.6 Extenuating Circumstances that could have been raised before the meeting of the relevant Undergraduate Examination Board, but without credible and compelling reason were not raised, will not be considered in the event of an appeal.

11.2 The Extenuating Circumstances Panel

11.2.1 Extenuating circumstances applications are anonymously considered by the Extenuating Circumstances Panel (ECP), which has delegated power by the Final Examination Board to make decisions. The panel comprises:

- HE Administration Manager (Chair)
- HE Senior Administrator (Secretary)
- Student Welfare representative
- Academic Progression Administrators

11.2.2 If the extenuating circumstances claim is considered to be justified, the ECP can make the following recommendations to the Final Examination Board.

- a) extend the submission deadline by 7 or 14 calendar days depending on the specific circumstances (note: the normal extension awarded will be 7 days);
- b) provide the student with the opportunity to retake the affected assessment(s) as an uncapped resubmission allowing full marks achieved for the examination or assessment, rather than imposing a cap;
- c) waive late submission penalties.

11.2.3 Once the decision to approve the extenuating circumstances has occurred, the circumstances are considered to be 'spent'. In other words, the decision of the ECP is judged to be the resolution of the matter. If the same circumstances continue, reoccur, or other circumstances arise which impact significantly on the student's ability to complete subsequent assessments on time, a new extenuating circumstances application must be submitted.

12 Academic Misconduct

12.2 Definition

Academic misconduct is defined as any improper activity or behaviour by a student which may give that student, or another student, an unpermitted and unfair academic advantage in a summative assessment.

12.3 Categories of academic misconduct

A non-exhaustive list of examples of academic misconduct which will be considered under these Regulations include the following.

12.2.1 Plagiarism

For example:

- Representing another person's work or ideas, or work produced by generative AI, as one's own (including text, data, images, images, and performance), for example by failing to follow convention in acknowledging source, use of quotation marks, etc.
- Reproduction of published material or unpublished without acknowledgement of the author or source.
- Paraphrasing by, for instance, substituting a few words or phrases or altering the order of presentation of another person's work, or linking unacknowledged sentences or phrases with words of one's own.
- Copying directly from a text (book, magazine, internet, printed source, generative AI engine) without reference to its source.
- Direct copy of an image, a sound or performance, or generation of an image or sound or performance through generative AI, without due acknowledgement of its source.

12.2.2 Self-plagiarism

Use of student's own work which has previously been submitted for assessment.

12.2.3 Collusion

This includes co-operation in order to gain an unpermitted advantage. This may occur where individuals have consciously colluded on a piece of work, in part or whole, and passed it off as their own individual efforts, or where one individual has authorised another to use their work, in part or whole, and to submit it as their own.

12.3.1 Falsification

For example:

- Claiming to have carried out any form of research which the student has not undertaken.
- Falsification, fabrication or misrepresentation of results or research outcomes or other data.
- Falsification or fabrication of references or bibliography.

12.3.2 Contract Cheating

Submission of work (visual or written) presented as the student's own which has been purchased, commissioned or otherwise acquired from another person, company or generative AI source (including internet sellers).

12.3.3 Impersonating someone or being impersonated

For example:

- Assuming the identity of another student (of this or any other institution) with the intention of gaining an unfair advantage for that student.
- A student allowing another person to impersonate them in order to gain an unfair advantage.

12.4 Policy

12.3.1 It is the responsibility of each student to ensure that any work presented for assessment is their own work. At the point of enrolment and re-enrolment students must confirm that they will comply with the University's regulations on Academic Misconduct by accepting an Academic Integrity Statement. This statement applies to every piece of work they present for summative assessment in that academic year.

12.3.2 The Academic Misconduct Panel is responsible for hearing suspected cases of academic misconduct, judging outcomes and, where relevant, penalties, and determining consequences with respect to assessments, modules, progression and awards. It reports its findings to the Final Examination Board.

12.3.3 The Higher Education Academic Misconduct Procedure is available on the portal.

12.5 Penalties

12.3.4 The action taken where academic misconduct has been proven, and the severity of the penalty applied, will depend on the individual circumstances prevailing.

12.3.5 The University employs penalties which may affect modules, progression or award, and include:

- A formal written warning recorded on your transcript;
- Reducing the module mark awarded to not lower than a pass mark (i.e. not lower than 40%);
- Failure of the module with an opportunity for a resubmission at the earliest possible opportunity, the mark to be capped;
- Failure of the module with no opportunity for a resubmission;
- Award classification reduced by one class;
- Qualification reduced (e.g. Honours to Ordinary Degree);
- Recommendation to a Pro-Vice-Chancellor for expulsion from University with credits gained retained;
- Recommendation to a Pro-Vice-Chancellor for expulsion from University with credits withdrawn.

- 12.3.6 Any serious misconduct offence may be regarded as gross misconduct and may therefore lead to suspension pending a disciplinary hearing and possible expulsion. The University's Student Disciplinary Procedure may be invoked where gross misconduct is deemed to have taken place.
- 12.3.7 In the event of an allegation(s) of academic misconduct being proved after a student has been awarded credit or graduated, any credit or award that is held by the student may be revoked by the University.

13 Academic Appeals

13.1 Principles and policy

13.1.1 The University has a duty to maintain and enhance the quality of provision for students and to provide an effective system for handling academic appeals. The University upholds the principle that students should have a full opportunity to raise appeals against academic decisions without fear of disadvantage and in the knowledge that confidentiality shall be respected. The University defines an academic appeal as a "request for a review of a decision of an academic body charged with making decisions on assessment, student progression and awards". Accordingly, students may request review of a decision of a Final Examination Board concerning the following matters:

- i. final award;
- ii. progression from one stage or level of the course to the next;
- iii. assessment on the course.

13.1.2 The University's appeals policy and procedures have been framed with consideration given to the Office of Independent Adjudicator (OIA) Good practice framework for handling complaints and appeals.

13.1.3 Academic appeals should not be confused with any case of complaint which should be taken up in accordance with the University's HE Student Complaints and Resolution Policy and Procedure.

13.1.4 Where a number of students wish to challenge decisions on the same or a similar basis, they may submit an appeal collectively.

13.1.5 Students will not suffer any disadvantage or recrimination as a result of making an appeal in good faith.

13.1.6 The University's procedures relating to academic appeals are set out in the Student Handbook.

13.2 Grounds for appeal

13.2.1 An appeal may be made only on grounds alleging:

a) that there exists or existed circumstances affecting the student's performance of which, for a credible and compelling reason, the Final Examination Board and/or the extenuating circumstances panel may not have been made aware when the decision was taken and which might have had a material effect on the decision if they were made aware of them. **If students wish to appeal on such grounds, they must give credible and compelling reasons with supporting documentation explaining why this information was not made available prior to the decision being made.**

b) that there had been a material administrative error or procedural irregularity in the

assessment process.

- 13.2.2 Notwithstanding 13.2.1 (a) above, extenuating circumstances that could have been raised before the meeting of the relevant Undergraduate Examination Board, but without compelling reason were not raised, will not be considered in the event of an appeal.
- 13.2.3 Disagreement with the academic judgment of an Undergraduate Examination and Progression Board in assessing the merits of an individual piece of work or in reaching any assessment decision based on the marks, grades or other information relating to a student's performance, cannot in itself constitute grounds for appeal i.e. there is no right of appeal against decisions of a Final Examination Board which are matters of academic judgement.

13.3 Consequences of appeal

- 13.3.1 A student may not normally have a degree conferred which is the subject of an appeal until the appeals procedure has been concluded. An appeal would not normally be accepted once the degree has been conferred.
- 13.3.2 Students who wish their degree to be conferred at a ceremony but who are considering whether or not to appeal are advised to seek advice immediately on receiving their result.
- 13.3.3 Following the completion of all available stages of the internal academic appeal procedures, the University will issue a formal 'Completion of Procedures Letter'. This letter concludes the University's appeals procedures and provides the student with formal confirmation that all available stages of the appeals procedures have been exhausted. If the student is still not satisfied, they can then take their appeal to the Office of Independent Adjudicator (OIA).