



Leeds Arts University

Academic Regulations

2024-25

Postgraduate Courses

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1 Introduction

- 1.1 These Academic Regulations (the Regulations) are applicable to Level 7 postgraduate courses at Leeds Arts University (the University) and provide the definitive source of regulatory information for students and staff during 2023-24.
- 1.2 The Regulations apply to students undertaking Leeds Arts University postgraduate (Level 7) courses.
- 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
 - Student Handbook
 - Course Handbook
 - External Examiner Policy and Handbook
 - HE Academic Misconduct Procedure
 - Extenuating Circumstances Procedure
 - HE Academic Appeals Procedure
 - Admissions 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 by 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.
- 2.1.2 The University's postgraduate awards are offered at the following levels of the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies: Level 7

2.2 Credit

2.2.1 Leeds Arts University uses the UK credit-based system for its approved awards 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 complete the learning outcomes of the activities. Total notional student learning time includes all activities required to complete 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 1800 hours at taught postgraduate qualification level 7. 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).

Module Size (HE Credits)	Notional Learning Hours	ECTS Credits (European Credit and Accumulation Transfer System)
15 credits	150 hours	7.5 credits
30 credits	300 hours	15 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:

- i. A student will only be awarded credit after demonstrating completion of the module.
- ii. Credit cannot be awarded if no assessment has taken place.

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
Postgraduate Certificate (Exit Award)	Level 7	60	60 credits at Level 7
Postgraduate Diploma (Exit Award)	Level 7	120	120 credits at Level 7
Master degree	Level 7	180	180 credits at Level 7

2.3.2 Study for an award may be on a full-time or part-time basis, unless this is prohibited for a course, as specified within the course specification.

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. All courses are articulated in a course specification which defines key characteristics of an award, including learning outcomes, models of teaching, learning and assessment.
- 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 and, for taught postgraduate courses, part-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)
Postgraduate Certificate (full-time)	60 credits at Level 7	1 year	3 years
Postgraduate Certificate (part-time)	60 credits at Level 7	2 years	6 years
Postgraduate Diploma (full-time)	120 credits at Level 7	1 year	3 years
Postgraduate Diploma (part-time)	120 credits at Level 7	2 years	6 years
Master degree (full-time)	180 credits at Level 7	1 year	3 years
Master degree (part-time)	180 credits at Level 7	2 year	6 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.
- 3.1.6 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.
- 3.1.7 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.
- 3.1.8 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 to no longer 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 years

If the offence or incident is found after graduation the Final Examination and Progression 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 Postgraduate 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 Procedures.

3.2.13 A student may also apply to suspend their studies. Suspension is not a student's right and must be approved by the 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 for postgraduate students.

3.2.15 A student may transfer registration from one course to another where approval has been provided by the Director of Higher Education 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 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
Postgraduate Certificate	60	30
Postgraduate Diploma	120	60
Master degree	180	120

4.5.2 Credit for prior learning is not allowed for the final practice project module on a Master's course.

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

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

5 Study Abroad

- 5.1 Postgraduate students may have the opportunity to work abroad during their time at the University if the study is deemed to support the student's research interests.

6 Assessment

6.1 Information about assessment

- 6.1.1 The forms and timing of assessment, and the ways in which the learning outcomes are to be demonstrated through assessment, are set out in course documentation.
- 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 deadline, are made clear on the brief. It is made available to students at the start of a module.
- 6.1.4 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.
- 6.1.5 Where appropriate, reasonable adjustments can be made for students with diagnosed learning differences and/or disabilities.

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. Students are responsible for ensuring that all work submitted for assessment is received and accessible, meets the submission deadline and meets the submission brief and 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 students must confirm that they will comply with the University's regulations on Academic Misconduct (see Section 12) by accepting an Academic Integrity Statement. Students are also expected to take the Academic Integrity online training course each academic year before their first assessment is due. If a student is under investigation for Academic Integrity, a check of whether they have sat and successfully passed the Academic Integrity online training course will be made.
- 6.2.3 Students must submit their own work unless authorised via email by the Course Leader.
- 6.2.4 For academic written work submitted for assessment, the total word count should not be below or exceed by more than 10% the stated amount on the Assessment Brief. Ancillary data, bibliography, appendices, and footnotes or endnotes are not included in the word count. Academic written work found to be below the 10% allowance of the minimum word count will not be assessed. Academic written work exceeding the 10% allowance will not

be included for assessment. Students are required to state the total word count on the front page of the work.

6.2.5 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 Director of Higher Education and the Academic Registrar.

6.2.6 Work submitted for an assessment cannot be amended or re-submitted after submission.

6.2.7 Failure to submit an assessment will be deemed a non-submission and the assessment will be considered a fail.

6.3 Late submission

6.3.1 All submission deadlines will be clearly stated in the brief at the start of the module. A specific brief may be compiled of more than one piece of work. All pieces of work contributing to a brief are treated as one.

6.3.2 Any assessed coursework submitted after the deadline but within 24 hours of the deadline will be noted as a Late Submission and LS stated on the transcript.

6.3.3 Any assessed coursework submitted 24 hours after the specified deadline will be refused and the module will be recorded as a fail.

6.3.4 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

6.4.1 All assessment is marked using the Assessment Criteria, which are employed to determine that the module learning outcomes have been completed. All modules are marked on a pass/fail basis in accordance with the published briefs.

6.4.2 Assessment Criteria are published 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 All module assessments and the final award are made on a pass/fail basis.

6.5.3 The outcome for a postgraduate assessment will be determined after completion of University marking and moderation processes which are set out in the Quality Handbook.

6.5.4 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.

6.5.5 The module pass/fail grades are provisional until they are confirmed at the Final Examination Board.

- 6.5.6 Students who have failed a module may be eligible for resubmission.
- 6.5.7 The maximum that can be awarded in the case of resubmission is pass.

6.6 Credits for modules

- 6.6.1 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 module specification.

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 module outcomes and no awards are formally approved until they have been considered by the Final Examination Board.
- 7.1.2 The University operates a 'two tier' system of formal boards to agree assessment outcomes, awards and credits with:
- Postgraduate Examination Boards, and;
 - Final Examination Boards.
- 7.1.3 A Postgraduate Examination Board is held for postgraduate courses and is attended by the relevant External Examiner(s).
- 7.1.4 All decisions in respect of progression to the next stage and final awards 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 Boards at the start of each academic year.
- 7.1.6 The remit of External Examiners with respect to assessment and Examination 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 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 Postgraduate Examination Boards

- 7.2.1 The Postgraduate Examination Boards provide recommendations to the Final Examination Board on the award of credit, the provisional agreement of progression from one stage to another, and the provisional determination of awards. The Postgraduate Examination Boards will consider and recommend to the Final Examination Board, module results and credit totals for all courses. 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 relevant 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 Postgraduate Examination Boards on awards and progression results, and approves all final awards and progression. In the course of its business, the Board will take account of:
- module results;
 - any approved extenuating circumstances;
 - proven case(s) of academic misconduct;
 - extraordinary events affecting the academic business during the year.
- 7.3.3 All students' results are considered anonymously at the Final Examination Board.

8 Determining progression and qualification outcomes

8.1 Requirements

- 8.1.1 The level (7) of a postgraduate course is expected to consist of a total of 180 credits.
- 8.1.2 In order to complete and pass the appropriate stage of a course, a student must acquire the total credits set out in the course specification at the approved qualification 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 pass all modules for the specified stage of the award.

8.1.4 A module's weighting for the award is determined by its credit value.

8.1.5 Where a student fails a module, resubmission may apply.

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 will fail the module, 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.

8.3 Compensation

8.3.1 No compensation is available on postgraduate courses (Level 7).

8.4 Option for the repeat of study

8.4.1 **Full repeat of year** - Where a student has not passed the level requirements but has approved extenuating circumstances, they may be allowed to fully repeat the year. All other opportunities for passing a module should be exhausted before a full repeat of the year may be offered.

- i. The student does not progress on the course but instead repeats all the modules during the following academic year;
- ii. The student has full access to all facilities and support;
- iii. The modules are taken as if for the first time, and the student is entitled to the resubmission opportunities available. However, a student is not able to carry forward any credit from previous attempts at the stage.

8.4.2 Where resubmission 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 Academic Awards

9.1 Postgraduate awards

9.1.1 Postgraduate Certificate

A candidate who has achieved 60 credits, according to the modules outlined in the Course Specification for the specified award, will be eligible for the award of Postgraduate Certificate.

9.1.2 Postgraduate Diploma

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 Postgraduate Diploma.

9.1.3 Master's Degree

To be eligible for a Master's a student must have accumulated no fewer than 180 credits.

9.1.4 The Postgraduate Certificate, the Postgraduate Diploma and the Master's degree are not classified.

9.2 Exit awards

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

9.3 Aegrotat and Posthumous awards

9.3.1 Should a student be prevented by serious illness, or other circumstances, from completing the final assessed module of the course, the Final Examination Board, having considered the relevant evidence (including medical certification) may make a recommendation that an Aegrotat award be made. Such exceptions are limited to students who are permanently unable to continue their studies and are registered for the trimester 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.

9.3.2 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 9.3) 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 Postgraduate Certificate or a Postgraduate Diploma 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 Senior Management Team to represent the University at an individual ceremony or group of ceremonies.

- 10.3.3 Academic awards 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. If necessary a student can request a verification of award letter in the meantime.
- 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 Examination Board, but without credible and compelling reason were not raised, will not be considered in the event of an academic 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;
- 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 their ability to complete subsequent assessments on time, a new extenuating circumstances application must be submitted.

12 Academic Misconduct

12.1 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.

11.2 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 work produced by generative AI, 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.

11.2.1 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.

11.2.2 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).

11.2.3 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.

12.3 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 investigating academic misconduct is available on the portal.

12.4 Penalties

- 12.4.1 The action taken where academic misconduct has been proven, and the severity of the penalty applied, will depend on the individual circumstances prevailing. Students will be expected to have successfully passed the Academic Integrity online training course and not doing so will be considered if a case of academic misconduct is proven. If a case of academic misconduct is proven and it is found that the student has not successfully passed the Academic Integrity online training course, this will be a factor considered when any penalty is decided.
- 12.4.2 The University employs penalties which may affect modules or award and include:
- a formal written warning recorded on your transcript;
 - failure of the module with an opportunity for a resubmission at the earliest possible;
 - failure of the module with no opportunity for a resubmission;
 - Qualification reduced; (e.g. MA to PGDip);
 - 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.
- 12.4.3 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 Policy and Procedure may be invoked where gross misconduct is deemed to have taken place.
- 12.4.4 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 HE Academic Appeals Procedure.

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 Examination Board, but without a credible and 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 Examination 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).