

## Reg. 8 Regulations for First Degrees

### 8.1 Regulations for the Degree of BA (and for the Degrees of BSc and LLB Awarded on the Recommendation of the Board of the Faculty of Social Sciences)

(1) All candidates for the degree of BA will be admitted to an Honours course. The degree may, however, be conferred either as a degree with Honours or as a Pass degree.

(2) (a) Candidates for the degree must have followed an approved course of full-time study in the University, extending normally over not fewer than three academic years.

(b) On the recommendation of the appropriate Sub-Faculty or Undergraduate Studies Committee and the Board of the appropriate Faculty, the Senate may permit a suitably qualified candidate to be a full-time candidate for Honours in a second first degree course, which may be completed in less than three academic years.

(3) (a) In the Summer term, Boards of Examiners will consider the progress of candidates during the first year on the basis of such tests as may be approved by the Senate, together with candidates' work in the first year and candidates will *either*:

(i) be permitted to proceed to the second year of an Honours course; *or*

(ii) be permitted to take further tests in the Summer vacation; *or*

(iii) be recommended to withdraw from their course of study.

Candidates in category (iii) above may, if they wish, take further tests in the Summer vacation.

(b) Boards of Examiners will consider the results of the tests held in the Summer vacation together with candidates' work in the first and in previous tests, and candidates will *either*:

(i) be permitted to proceed to the second year of an Honours course; *or*

(ii) be permitted to proceed to a Pass course; *or*

(iii) be required to withdraw from their course of study.

(c) Exceptionally, a Board of Examiners may permit a candidate who has not passed the first-year tests to take further tests in a final attempt the following year without residence at the University; when considering the results of these further examinations the Board of Examiners may take any of the decisions open to it under paragraph (b) above.

(4) (a) Where the examination of courses contributing to final degree classification takes place before the final year of the degree programme, Boards of Examiners will consider in the Summer term of that year (or, where that is not possible, during the Summer vacation) the results of such tests as may be approved by the Senate, together with work done during the year, and candidates will *either*:

(i) be permitted to proceed to the next year of an Honours degree programme; *or*

(ii) be permitted to proceed to the next year of a Pass degree programme; *or*

(iii) be required to proceed to the next year of a Pass degree programme but be permitted to take further tests in a final attempt the following Summer along with their other examinations; *or*

(iv) be permitted to take further tests in a final attempt the following Summer, without residence at the University; *or*

(v) be recommended to withdraw from their course of study.

(b) Candidates under 4(a)(v) above may, if they wish, take further tests as directed by the Board of Examiners, as under paragraphs 4(a)(iii) and 4(a) (iv) above.

(c) When considering a candidate resitting examinations as a result of the requirements of paragraphs 4(a)(iii) and 4(a)(iv) above, but not on the final year of the degree programme, Boards of Examiners will consider the results of the tests held in accordance with that paragraph together with the candidate's work during the year and in previous tests, and candidates will *either*:

(i) be permitted to proceed, or take further tests as a final attempt the following year, as under paragraphs 4(a)(i)-4(a)(iv) above, except that candidates shall not be permitted to resit examinations which have already been resat; *or*

(ii) be required to withdraw from their course of study.

(d) Where a candidate on an intermediate year has no examinations contributing to final degree classification, a Board of Examiners or a Review Panel for the degree shall consider the work done by the candidate during the year and candidates will *either*:

- (i) be permitted to proceed to the next year of an Honours degree programme; *or*
  - (ii) be permitted to proceed to the next year of a Pass degree programme; *or*
  - (iii) be required to take further tests in the Summer vacation before proceeding to the next year of their course of study.
- (e) (i) Candidates placed on a Pass Degree by a Board of Examiners or a Review Panel shall *either*:
- (A) follow a reduced load leading to a Pass Degree; *or*
  - (B) be permitted by their Department(s) to take a full Honours load in order to facilitate reinstatement to Honours; *or*
  - (C) be required to take a full load in order to fulfil the requirements for a Pass Degree.
- (ii) Reinstatement to Honours under (i)(B) above shall be either at the subsequent Board of Examiners or Review Panel or by recommendation (giving reasons) from the student's department(s) to the appropriate Sub-Faculty or Undergraduate Studies Committee and Faculty Board in the course of the year.
- (iii) In the final year of study the reduced load under (i)(A) above shall not normally exceed 80 per cent of the Honours load.
- (5) The final examination or such part of it not previously taken will be held in the third year of a three-year degree course or the fourth year of a four-year degree course. The examination will consist of such tests as may be approved by the Senate. The Senate shall award the degree in accordance with decisions made by Boards of Examiners. The Senate may refer any decision of a Board of Examiners back to that Board for further consideration.
- (6) In determining the category and class of degree to be awarded, Boards of Examiners may take into account the quality of candidates' work throughout the degree course.
- (a) The degree with Honours will be awarded in three classes, the second class being in two divisions.
  - (b) The Pass degree is an unclassified degree.
- (7) (a) To be eligible for an Honours classification candidates must have followed the final year of an Honours degree programme, and, except as provided in paragraphs (3)(c) and (4)(a)(iv) above or by special permission of the Senate, must have completed the requirements for the degree in the number of years approved for the degree programme.
- (b) Boards of Examiners may decide that a candidate in the final Honours examination should be awarded a Pass degree, subject to the candidate having met the requirements of the approved course of study for the Pass degree.
- (c) (i) Applicable to students who commenced their course at the University prior to 1 August 2008: Candidates who have resat examinations contributing to the final degree classification under paragraphs (4)(a)(iii) or (4)(a)(iv) above, may be considered for the award of an Honours degree but in the calculation of the final degree classification Boards of Examiners may only use the credit gained from the first attempt at the examinations. If the candidate is being considered for the award of a Pass degree, the Board of Examiners may use the credit gained from the second attempt at the examinations.
- (ii) Applicable to students who commenced their course at the University on or after 1 August 2008: Candidates who have resat examinations contributing to the final degree classification under paragraphs (4)(a)(iii) or (4)(a)(iv) above, may be considered for the award of an Honours degree or a Pass Degree. Where a module which contributes to the degree classification has been failed but passed on resit, the pass mark (40%) will be used in the calculation of the degree class or the award of a Pass degree.
- (d) Candidates who are not awarded a degree at the conclusion of the final year may take further tests as directed by the Board of Examiners in a final attempt the following Summer, without residence at the University, to qualify for a Pass degree, except that candidates shall not be permitted to resit examinations which have already been resat.
- (8) Boards of Examiners may recommend the award of Aegrotat passes or degrees under the conditions laid down in the [Regulations Governing the Procedure to be Adopted in the Event of Absence for Medical Reasons from a University Examination](#).
- (9) (a) A candidate who is required by a Board of Examiners to withdraw from his/her course of study under either paragraph (3)(b)(iii) or (4)(c)(ii) above, has the right to make representations, normally in writing, within ten days of the publication of the examination results, to the Appeals Committee of the Board of the Faculty.
- (b) The Appeals Committee will consider the appeal of a candidate against a decision made by the Board of Examiners requiring him/her to withdraw under either paragraph (3)(b)(iii) or (4)(c)(ii) above, where a candidate is in possession of evidence which was not available to the Board of Examiners when their decision was reached and can provide good reasons for not having made the Board of Examiners aware of this evidence. An appeal will not be considered in cases where both the Chair of the Board of Examiners and the Chair of the Appeals Committee consider that no such relevant evidence has been adduced by the candidate concerned.
- (c) The Appeals Committee shall consist of not fewer than three members appointed by the Chair of the Board of the appropriate Faculty from a panel appointed by the Senate on the recommendation of the Board of the appropriate Faculty. No teacher of any course studied by the appellant shall be a member of the Appeals Committee. The Appeals Committee shall not include any member of the appellant's department. The dates of the meetings of the Appeals Committees, together with the dates by which appellants

must submit their appeals to the Secretary of the appropriate Faculty Board, shall be published by the University. Appellants will receive no less than 10 days formal notice of the meeting. The Chair of the appropriate Board of Examiners, or his/her authorised deputy, and the candidate's Personal Tutor shall be in attendance when an appeal is being considered. If the appellant's Personal Tutor is unable to be present, then a written statement from the Personal Tutor must be available at the hearing of the appeal. If the appellant's Tutor is not in attendance, a representative from the appellant's department(s) must be available when the appeal is being considered to advise the committee on departmental procedure and other relevant matters in the course of the hearing. A written statement shall be obtained from the Head of the appellant's department who shall consult the teachers on the courses which were resat at the resat examination; written statements from the teachers may also be requested at the discretion of the Chair of the Appeals Committee. The appellant may, if he/she chooses, appear in person before the Appeals Committee and may invite any one other person to attend the hearing. The name and status of any person accompanying the student must be notified to the Chair of the Committee in advance of the meeting.

(d) The decision of the Appeals Committee is final.

(10) Permission for students to transfer from one degree course to another may be given only by the Academic Registrar on the recommendation of the Head(s) of Department(s) of the course on which the student is enrolled and to which the student is transferring. Transfer will not normally be permitted to take place between the beginning of the third week of the Spring term and the end of the Summer term. Heads of Departments may recommend that a student transfer degree course during this period where the transfer is to take place at the start of the next academic session.

## **8.2 Regulations for the Part-Time Degrees of BA and LLB**

(1) All candidates for the part-time degrees of BA and LLB will be admitted to an Honours programme. Candidates who do not achieve an Honours degree will be eligible for the award of a Pass Degree if they have successfully completed six courses at Honours level or for the award of a Diploma if they have successfully completed four courses at Honours level or for the award of a Certificate if they have successfully completed four courses at Level 1. Candidates may opt to be considered for the award of a Pass Degree following completion of six courses at Honours level; a candidate awarded a Pass Degree on this basis shall not subsequently be permitted to take further Honours level courses in order to be considered for an Honours degree. A candidate awarded a Pass degree will have met the requirements of the approved course of study for the Pass degree.

(2) (a) Candidates for the degree must have followed an approved programme of part-time study in the University, extending normally over not fewer than four and not more than ten academic years for the BA, and over normally not more than six academic years for the LLB.

(b) Candidates may sit no more than four Level 1 courses and no more than eight Honours Level courses, and to be eligible for an Honours classification candidates must have been examined in eight courses at Honours Level.

### **(3) Candidates with Fewer than Four Level 1 Courses**

(a) In the Summer term, Boards of Examiners will consider the progress of candidates with fewer than four Level 1 courses completed on the basis of such tests as may be approved by the Senate, together with candidates' work in that year, and candidates will *either*:

(i) be permitted to proceed to further courses at Level 1; *or*

(ii) be permitted to take further tests, as specified by the Board of Examiners, in the Summer vacation.

(b) Boards of Examiners will consider the results of the tests held in the Summer vacation together with candidates' work in the first and in previous tests and candidates will *either*:

(i) be permitted to proceed to further courses at Level 1; *or*

(ii) be recommended to withdraw from their programme of study; *or*

(iii) exceptionally, be permitted to take further tests, as specified by the Board of Examiners, in a final attempt the following year.

(c) Candidates in (b)(ii) above may, if they wish, take further tests in the following year as specified by the Board of Examiners.

(d) Boards of Examiners will consider the results of tests taken under (b)(iii) or (c) above, together with candidates' work in previous tests and candidates will *either*:

(i) be permitted to proceed to further courses at Level 1; *or*

(ii) be required to withdraw from their programme of study.

### **(4) Candidates with Four Level 1 Courses**

(a) In the Summer term in which candidates have completed their fourth Level 1 course, Boards of Examiners will consider the progress of candidates during that year on the basis of such tests as may be approved by the Senate, together with candidates' work in that and previous years, and candidates will *either*:

(i) be permitted to proceed to Honours Level; *or*

(ii) be permitted to take further tests, as specified by the Board of Examiners, in the Summer vacation; *or*

(iii) be recommended to withdraw from their programme of study.

(b) Candidates in (a)(iii) above may, if they wish, take further tests in the Summer vacation as specified by the Board of Examiners.

(c) Boards of Examiners will consider the results of tests held in the Summer vacation together with candidates' work in the first and in previous tests and candidates will *either*:

(i) be permitted to proceed to Honours Level; *or*

(ii) be required to withdraw from their programme of study; *or*

(iii) exceptionally, be permitted to take further tests, as specified by the Board of Examiners, in a final attempt the following year.

(d) Boards of Examiners will consider the results of tests taken under (c)(iii) above, together with candidates' work in previous tests and candidates will *either*:

(i) be permitted to proceed to Honours Level; *or*

(ii) be required to withdraw from their programme of study.

#### **(5) Honours Level Candidates**

(a) At Honours Level, Boards of Examiners will each year consider the progress of candidates during that year on the basis of such tests as may be approved by the Senate, together with candidates' work in that year and candidates will *either*:

(i) be permitted to proceed to further courses at Honours Level; *or*

(ii) be permitted to proceed to further courses at Honours Level notwithstanding a fail mark in a particular course; *or*

(iii) be required to take further tests in the Summer vacation.

(b) Boards of Examiners will consider the results of tests held in the Summer vacation together with candidates' work in the first test and candidates will *either*:

(i) be permitted to proceed to further courses at Honours Level; *or*

(ii) be required to withdraw from their programme of study.

(6) In determining the category and class of degree to be awarded, Boards of Examiners shall take into account the quality of candidates' work throughout the degree programme.

(a) The degree with Honours will be awarded in three classes, the second class being in two divisions.

(b) The Pass degree is an unclassified degree.

(c) Candidates who are not awarded a degree at the conclusion of their final year may take further tests as directed by the Board of Examiners in a final attempt the following Summer, without residence at the University, to qualify for a Pass degree only, except that candidates shall not be permitted to resit examinations which have already been resat, subject to the candidate having met the requirements of the approved course of study for the Pass degree.

(7) Boards of Examiners may recommend the award of Aegrotat passes or degrees under the conditions laid down in the Regulations Governing the Procedure to be Adopted in the Event of Absence for Medical Reasons from a University Examination.

(8) (a) A candidate who is required by a Board of Examiners to withdraw from his/her programme of study under either paragraph (3)(d)(ii), (4)(c)(ii), (4)(d)(ii), or (5)(b)(ii) has the right to make representations, normally in writing, within ten days of the publication of the examination results, to the Appeals Committee of the Board of the appropriate Faculty.

(b) The Appeals Committee will consider the appeal of a candidate against a decision made by the Board of Examiners, requiring him/her to withdraw under either paragraph (3)(d)(ii), (4)(c)(ii), (4)(d)(ii), or (5)(b)(ii) where a candidate is in possession of evidence which was not available to the Board of Examiners when their decision was reached and can provide good reasons for not having made the Board of Examiners aware of this evidence. An appeal will not be considered in cases where both the Chair of the Board of Examiners and the Chair of the Appeals Committee consider that no such relevant evidence has been adduced by the candidate concerned.

(c) The Appeals Committee shall consist of not fewer than three members appointed by the Chair of the Board of the appropriate Faculty from a panel appointed by the Senate on the recommendation of the Board of the appropriate Faculty. No teacher of any course studied by the appellant shall be a member of the Appeals Committee. The Appeals Committee shall not include any member of the appellant's department. The dates of the meetings of the Appeals Committees, together with the dates by which appellants must submit their appeals to the Secretary of the appropriate Faculty Board, shall be published by the University. Appellants will receive no less than 10 days formal notice of the meeting. The Chair of the appropriate Board of Examiners, or his/her authorised

deputy, and the candidate's Personal Tutor shall be in attendance when an appeal is being considered. If the appellant's Personal Tutor is unable to be present, then a written statement from the Personal Tutor must be available at the hearing of the appeal. If the appellant's Tutor is not in attendance, a representative from the appellant's department(s) must be available when the appeal is being considered to advise the committee on departmental procedure and other relevant matters in the course of the hearing. A written statement shall be obtained from the Head of the appellant's department who shall consult the teachers on the courses which were failed at the resit examination; written statements from the teachers may also be requested at the discretion of the Chair of the Appeals Committee. The appellant may, if he/she chooses, appear in person before the Appeals Committee and may invite any one other person to attend the hearing. The name and status of any person accompanying the student must be notified to the Chair of the Committee in advance of the meeting.

(d) The decision of the Appeals Committee is final.

(9) Candidates will be permitted at the end of Level 1 to transfer to another part-time degree programme by the Academic Registrar upon a recommendation made by the Director of the Centre for Lifelong Learning provided that the student has successfully completed the appropriate modules. Candidates at Levels 2 and above may be permitted by the Academic Registrar on the recommendation of the Director of the Centre for Lifelong Learning to transfer to another part-time degree programme. Transfer will not normally be permitted to take place between the beginning of the third week of the Spring term and the end of the Summer term. The Director of the Centre for Lifelong Learning may recommend that a student transfer degree course during this period where that transfer is to take place at the start of the next academic session.

### **8.3 Regulations for the Degree of BSc (and for the Degree of BA Awarded on the Recommendation of the Board of the Faculty of Science) and for Undergraduate Masters Degrees in Science except for the Degree of BSc in Engineering and the Degree of BSc, Master of Engineering, (BSc, MEng) and BEng, Master of Engineering (BEng, MEng)**

(1) (a) All candidates for the degree of BSc or for undergraduate Masters degrees in the Faculty of Science will be admitted to an Honours programme. Candidates who wish to proceed to an undergraduate Masters degree must normally make application to do so at the beginning of their second year of study. The selection of candidates for undergraduate Masters degrees will be the responsibility of the department concerned.

(b) The programme of study for the BSc and for an undergraduate Masters degree will be pursued concurrently. The degree of BSc may be awarded either as a degree with Honours or as a pass degree. An undergraduate Masters degree may only be awarded as a degree with Honours.

(2) (a) Candidates for the degree of BSc must have followed an approved course of full-time study in the University, extending normally over not fewer than three academic years or, where the degree includes an intercalated year, not fewer than four academic years.

(b) Candidates for an undergraduate Masters degree must have followed an approved course of full-time study in the University extending normally over not fewer than four academic years.

(c) On the recommendation of the Board of the Faculty of Science, the Senate may permit a suitably qualified candidate to be a full-time candidate for the degree of BSc which may be completed in less than three years or, where the degree includes an intercalated year, less than four years.

(d) On the recommendation of the Board of the Faculty of Science, the Senate may permit a suitably qualified candidate to be a full-time candidate for an undergraduate Masters degree which may be completed in less than four academic years.

(3) (a) In the Summer term, Boards of Examiners will consider the progress of candidates during the first year on the basis of such tests as may be approved by the Senate, together with candidates' work in the first year, and candidates will *either*:

(i) be permitted to proceed to the second year of an Honours course; *or*

(ii) be required to take further tests in the Summer vacation; *or*

(iii) be recommended to withdraw from their course of study; *or*

(iv) (if an appropriate standard in any required laboratory tests has not been achieved) candidates may be required to withdraw from their course.

Candidates in category (iii) above who have achieved a satisfactory standard in any required laboratory tests may, if they wish, take further tests in the Summer vacation.

(b) Boards of Examiners will consider the results of the tests held in the Summer vacation together with candidates' work in the first year and in previous tests, and candidates will *either*:

(i) be permitted to proceed to the second year of an Honours course; *or*

(ii) be permitted to proceed to a Pass course; *or*

(iii) be required to withdraw from their course of study.

(c) Exceptionally, a Board of Examiners may permit a candidate who has not passed the first year tests to take further tests in a final attempt the following year, without residence at the University; when considering the results of these further examinations the Board of Examiners may take any of the decisions open to it under paragraph (b) above.

(4) In the Summer term, Boards of Examiners will consider the progress of candidates during the second year on the basis of such tests as may be approved by the Senate together with candidates' work in the first and second years, and candidates will *either*:

(a) be permitted to proceed to the final year of a BSc Honours course; *or*

(b) be permitted to proceed to the final year of a BSc Pass course; *or*

(c) be permitted to proceed to the third year of an undergraduate Masters degree course, subject to the requirements laid down in paragraph 1(a) above; *or*

(d) (i) Applicable to students who commenced their course at the University prior to 1 August 2008: having failed their second-year examinations, be permitted to take further tests to be specified by the examiners in a final attempt the following summer, without residence at the University (with exception of 4(e) below). Students who satisfy the examiners in these tests will be permitted to return to the third year of a BSc programme with or without Honours but will carry forward the examination credit derived from marks obtained in their first attempt at the second-year examinations; *or*

(ii) Applicable to students who commenced their course at the University on or after 1 August 2008: having failed their second-year examinations, be permitted to take further tests to be specified by the examiners in a final attempt the following summer, without residence at the University (with exception of 4(e) below). Students who satisfy the examiners in these tests will be permitted to return to the third year of a BSc programme with or without Honours. Where a module which contributes to the degree classification has been failed but passed on resit, the pass mark (40%) will be used in the calculation of the degree class or the award of a Pass degree; *or*

(e) be required to withdraw if an appropriate standard in any required laboratory tests has not been achieved.

(f) be required to withdraw from their course of study if, having failed their second-year examinations, they fail to satisfy the examiners in tests taken the following summer as provided in paragraph (4)(d) (i) or (ii) above.

(5) The final examination for candidates for the degree of BSc will be held in the third year or, where the degree includes an intercalated year, in the fourth year, and will consist of such tests as may be approved by the Senate. The Senate shall award the degree in accordance with decisions made by Boards of Examiners. The Senate may refer any decision of the Board of Examiners back to that Board for further consideration.

In determining the category and class of degree to be awarded, Boards of Examiners will take into account the quality of a candidate's work throughout the degree programme.

(6) (a) The degree of BSc with Honours will be awarded in three classes, the second class being in two divisions.

(b) The Pass degree is an unclassified degree.

(7) (a) To be eligible for a BSc Honours classification, a candidate must, except as provided in paragraphs (3)(c) and (4)(d) above or by special permission of the Senate, have completed the requirements for the degree in not more than three academic years or, where the degree includes an intercalated year, not more than four academic years from the date of admission to the first year of the programme.

(b) Boards of Examiners may decide that a candidate in the final Honours examination for the degree of BSc should be awarded a Pass degree, subject to the candidate having met the requirements of the approved course of study for the Pass degree.

(c) Candidates who fail to obtain Honours in the final examination may not be candidates for Honours at any subsequent examination in the same degree programme.

(d) Candidates who are not awarded a degree at the conclusion of the final year may take further tests as may be approved by the Senate in a final attempt the following summer, without residence at the University, to qualify for a Pass degree if an appropriate standard in any required laboratory tests has been achieved and subject to the candidate having met the requirements of the approved course of study for the Pass degree.

(8) In the Summer term the Board of Examiners will consider the progress of candidates during the third year of undergraduate Masters degree courses on the basis of such tests as may be approved by the Senate, together with the candidates's work in the first, second and third years and candidates will *either*:

(a) be permitted to proceed to the final year of the undergraduate Masters degree course; *or*

(b) be recommended for the award of the degree of BSc with or without Honours; *or*

(c) having failed the examination in the third year of an undergraduate Masters degree course, be permitted to take further tests as may be approved by the Senate in a final attempt the following summer without residence at the University, to qualify for a BSc in the Pass category, subject to the candidate having met the requirements of the approved course of study for the Pass degree.

(d) be required to withdraw if an appropriate standard in any required laboratory tests has not been achieved.

(9) The final examination for an undergraduate Masters degree will be held at the end of the fourth year and will consist of such tests as may be approved by the Senate. The Senate shall award the degree in accordance with decisions made by the Board of Examiners. The Senate may refer any decision of the Board of Examiners back to that Board for further consideration. In determining the class to be awarded, the Board of Examiners will take into account the quality of a candidate's work throughout the degree programme.

(10) (a) Undergraduate Masters degrees with Honours will be awarded in three classes, the second class being in two divisions. To be eligible for an Honours classification a candidate must, except as provided in Regulation 3(c) above, or by special permission of the Senate, have completed the requirements for the degree in not more than four academic years from the date of admission to the first year of the programme.

(b) There will be no Pass classification for undergraduate Masters degrees.

(c) The Board of Examiners may decide that a candidate for an undergraduate Masters degree final examination may not be awarded that degree but that the candidate may be assessed for the degree of BSc, with or without Honours.

(d) Candidates who fail to obtain Honours in the final examination for an undergraduate Masters degree may not be candidates for Honours at any subsequent examination in the same degree course.

(e) Candidates who are not awarded an undergraduate Masters degree or the degree of BSc at the conclusion of the final year may take such further tests as may be approved by the Senate in a final attempt the following Summer, without residence at the University, to qualify for a BSc Pass degree subject to the candidate having met the requirements of the approved course of study for the Pass degree.

(11) Boards of Examiners may award Aegrotat passes or degrees under the conditions laid down in the Regulations Governing the Procedure to be Adopted in the Event of Absence for Medical Reasons from a University Examination, except that there will be no Pass aegrotat classification for undergraduate Masters degrees.

(12) (a) A candidate who is required by a Board of Examiners to withdraw from his/her course of study under paragraph 3(a)(iv), (3)(b)(iii), (4)(d), 4(e) and 8(d) has the right to make representations normally in writing, within ten days of the publication of the examination results, to the Appeals Committee of the Board of the Faculty.

(b) The Appeals Committee will consider the appeals of students against decisions made by Boards of Examiners under paragraph 3(a)(iv), (3)(b)(iii), (4)(d), 4(e) and 8(d) where a student is in possession of evidence which was not available to the Board of Examiners when their decision was reached and can provide good reasons for not having made the Board of Examiners aware of this evidence. An appeal will not be considered in cases where both the Chair of the Board of Examiners and the Chair of the Appeals Committee consider that no such relevant evidence has been adduced by the candidate concerned.

(c) The Appeals Committee shall consist of not fewer than three members appointed by the Chair of the Board of the appropriate Faculty from a panel appointed by the Senate on the recommendation of the Board of the appropriate Faculty. No teacher of any course studied by the appellant shall be a member of the Appeals Committee. The Appeals Committee shall not include any member of the appellant's department. The dates of the meetings of the Appeals Committees, together with the dates by which appellants must submit their appeals to the Secretary of the appropriate Faculty Board, shall be published by the University. Appellants will receive no less than 10 days formal notice of the meeting. The Chair of the appropriate Board of Examiners, or his/her authorised deputy, and the candidate's Personal Tutor shall be in attendance when an appeal is being considered. If the appellant's Personal Tutor is unable to be present, then a written statement from the Personal Tutor must be available at the hearing of the appeal. If the appellant's Tutor is not in attendance, a representative from the appellant's department(s) must be available when the appeal is being considered to advise the committee on departmental procedure and other relevant matters in the course of the hearing. A written statement shall be obtained from the Head of the appellant's department who shall consult the teachers on the courses which were failed at the resit examination; written statements from the teachers may also be requested at the discretion of the Chair of the Appeals Committee. The appellant may, if he/she chooses, appear in person before the Appeals Committee and may invite any one other person to attend the hearing. The name and status of any person accompanying the student must be notified to the Chair of the Committee in advance of the meeting.

(d) The decision of the Appeals Committee is final.

(13) Permission for students to transfer from one degree course to another may be given only by the Academic Registrar on the recommendation of the Head(s) of Department(s) of the course on which the student is enrolled and to which the student is transferring. Transfer will not normally be permitted to take place between the beginning of the third week of the Spring term and the end of the Summer term. Heads of Departments may recommend that a student transfer degree course during this period where that transfer is to take place at the start of the next academic session.

#### **8.4 Regulations for the Degree of BEng, the Degree of BSc in Engineering, the Degree of BEng, Master of Engineering (BEng, MEng) and the Degree of BSc, Master of Engineering (BSc, MEng)**

(1) All candidates for the degree of BEng in Computer Systems Engineering will be admitted to an Honours course. The degree may, however, be conferred as a degree with Honours or as a Pass degree. Candidates for the degree of BEng in Computer Systems Engineering may elect to have their degree awarded as a BSc.

(2) (a) All candidates for the degrees of BEng or BSc in Engineering and for the degree of BEng, Master of Engineering (BEng, MEng) will be admitted to an honours programme. The degree of BEng and MEng (BEng, MEng) may only be awarded jointly and may only be awarded with Honours. Candidates who wish to proceed to the BEng, MEng must normally make application to do so no later than the beginning of their second year of study. The selection of candidates for the BEng, MEng will be the responsibility of the Department of Engineering with the exception of selection for candidates for the BEng, MEng in Computer Systems Engineering for which responsibility shall lie jointly with the Departments of Engineering and of Computer Science.

(b) The programme of study for the BEng and MEng will be pursued concurrently. The degree of BSc or BEng awarded without the MEng may be awarded either as a degree with Honours or as a Pass degree subject to the candidate having met the requirements of the approved course of study for the Pass degree.

(c) Candidates for the degrees of BEng, or BSc in Engineering without the MEng must have followed an approved programme of full-time study in the University extending normally over not fewer than three academic years.

(d) Candidates for the BEng, MEng must have followed an approved programme of full-time study in the University extending normally over not fewer than four academic years.

(e) On the recommendation of the Faculty of Science Undergraduate Studies Committee and of the Board of the Faculty of Science, the Senate may permit a suitably qualified candidate to be a full-time candidate for the degrees of BEng or BSc in Engineering, which may be completed in less than three years.

(f) On the recommendation of the Faculty of Science Undergraduate Studies Committee and of the Board of the Faculty of Science the Senate may permit a suitably qualified candidate to be a full-time candidate for the BEng, MEng which may be completed in less than four academic years.

(3) (a) In the Summer term, Boards of Examiners will consider the progress of candidates during the first year on the basis of such tests as may be approved by the Senate, together with candidates' work in the first year, and candidates will *either*:

(i) be permitted to proceed to the second year of an Honours programme; *or*

(ii) be required to take further tests in the Summer vacation; *or*

(iii) be recommended to withdraw from their programme of study; *or*

(iv) (if an appropriate standard in laboratory tests has not been achieved) be required to withdraw from their course.

Candidates in category (iii) above who have achieved a satisfactory standard in laboratory tests may, if they wish, take further tests in the Summer vacation.

(b) Boards of Examiners will consider the results of the tests held in the Summer vacation together with candidates' work in the first year and in previous tests, and candidates will *either*:

(i) be permitted to proceed to the second year of an Honours programme; *or*

(ii) be permitted to proceed to a Pass course; *or*

(iii) be required to withdraw from their programme of study.

(c) Exceptionally, a Board of Examiners may permit a candidate who has not passed the first year tests to take further tests in a final attempt the following year, without residence at the University; when considering the results of these further examinations the Board of Examiners may take any of the decisions open to it under paragraph (b) above.

(4) In the Summer term, the Boards of Examiners will consider the progress of candidates during the second year on the basis of such tests as may be approved by the Senate, together with candidates' work in the first and second years, and candidates will *either*:

(a) be permitted to proceed to the final year of a BEng or BSc Honours programme; *or*

(b) be permitted to proceed to the final year of a BEng or BSc Pass degree programme; *or*

(c) be permitted to proceed to the third year of the programme for the BEng, MEng subject to the requirements laid down in paragraph 2(a) above; *or*

(d) (i) Applicable to students who commenced their course at the University prior to 1 August 2008: having failed their second year examination, be permitted to take further tests to be specified by the examiners in a final attempt the following Summer, without



residence at the University. Students who satisfy the examiners in these tests will be permitted to return to the third year of a BSc or BEng programme only but will carry forward the examination credit derived from the mark obtained at their first attempt at the second-year examinations; *or*

(ii) Applicable to students who commenced their course at the University on or after 1 August 2008: having failed their second year examination, be permitted to take further tests to be specified by the examiners in a final attempt the following Summer, without residence at the University. Students who satisfy the examiners in these tests will be permitted to return to the third year of a BSc or BEng programme only. Where a module which contributes to the degree classification has been failed but passed on resit, the pass mark (40%) will be used in the calculation of the degree class or the award of a Pass degree; *or*

(e) be required to withdraw from their programme of study if having failed their second year examinations, they fail to satisfy the examiners in tests taken the following Summer as provided in paragraph 4(d)(i) or (ii) above.

(5) The final examination for candidates for the degree of BEng or BSc in Engineering will be held in the third year and will consist of such tests as may be approved by the Senate. The Senate shall award the degree in accordance with decisions made by Boards of Examiners. The Senate may refer any decision of the Board of Examiners back to that Board for further consideration. In determining the category and class of degree to be awarded, Boards of Examiners will take into account the quality of a candidate's work throughout the degree programme.

(6) (a) The degree of BEng or BSc with Honours without the MEng will be awarded in three classes, the second class being in two divisions.

(b) The Pass degree is an unclassified degree.

(7) (a) To be eligible for a BEng or BSc Honours classification without the MEng, a candidate must, except as provided in paragraphs 3(c) and 4(d) above or by special permission of the Senate, have completed the requirements for the degree in not more than three academic years from the date of admission to the first year of the programme.

(b) Boards of Examiners may decide that a candidate in the final Honours examination for the degree of BEng or BSc without the MEng should be awarded a Pass degree subject to the candidate having met the requirements of the approved course of study for the Pass degree.

(c) Candidates who fail to obtain Honours in the final examination may not be candidates for Honours at any subsequent examination in the same degree programme.

(d) Candidates who are not awarded a degree at the conclusion of the final year may take further tests as may be approved by the Senate in a final attempt the following Summer, without residence at the University, to qualify for a Pass degree subject to the candidate having met the requirements of the approved course of study for the Pass degree.

(8) In the Summer term the Board of Examiners will consider the progress of candidates during the third year of the BEng, MEng on the basis of such tests as may be approved by the Senate and written reports on the projects with industrial application as specified in the Programme Regulations, together with the candidates' work in the first, second and third years and candidates will *either*:

(a) be permitted to proceed to the final year of the BEng, MEng; *or*

(b) be recommended for the award of the degree of BEng or BSc with or without Honours; *or*

(c) having failed the examination in the third year of the BEng, MEng but having previously passed the second year, be permitted to resit the examination for the third year in June of the following year, without residence at the University, to qualify for a Pass degree subject to the candidate having met the requirements of the approved course of study for the Pass degree.

(9) The final examination for the BEng, MEng will be held at the end of the fourth year and will consist of such tests as may be approved by the Senate. The Senate shall award the degrees BEng and MEng jointly in accordance with decisions made by the Boards of Examiners. The Senate may refer any decision of the Board of Examiners back to that Board for further consideration. In determining the category and class to be awarded, the Board of Examiners will take into account the quality of a candidate's work throughout the programme.

(10) (a) The BEng, MEng with Honours will be awarded with or without distinction and in three classes, the second class being in two divisions. To be eligible for an Honours classification a candidate must, except as provided in Regulation 3(c) above, or by special permission of the Senate, have completed the requirements for the degrees BEng and MEng in not more than four academic years from the date of admission to the first year of the programme.

(b) There will be no Pass classification for the BEng, MEng.

(c) The Board of Examiners may decide that a candidate for the BEng, MEng final examination may not be awarded the MEng but that the candidate be assessed for the degree of BEng or BSc only, with or without Honours.

(d) Candidates who fail to obtain Honours in the final examination for the BEng, MEng may not be candidates for Honours at any subsequent examination in the same degree programme.

(e) Candidates who are not awarded the BEng, MEng, the degrees of BEng or BSc at the conclusion of the final year may take such further tests as may be approved by the Senate in a final attempt the following Summer, without residence at the University, to qualify for a BEng or BSc Pass degree.

(11) Boards of Examiners may award Aegrotat passes, degrees or diplomas under the conditions laid down in the Regulations Governing the Procedure to be Adopted in the Event of Absence for Medical Reasons from a University Examination, except that there will be no pass aegrotat classification for the BEng, MEng.

(12) (a) A candidate who is required by a Board of Examiners to withdraw from his/her programme of study under paragraph 3(a)(iv), 3(b)(iii) or 4(e) has the right to make representations, normally in writing, within ten days of the publication of the examination results, to the Appeals Committee of the Board of the Faculty.

(b) The Appeals Committee will consider the appeals of students against decisions made by Boards of Examiners under paragraph 3(a)(iv), 3(b)(iii) or 4(e) where a student is in possession of evidence which was not available to the Board of Examiners when their decision was reached and can provide good reasons for not having made the Board of Examiners aware of this evidence. An appeal will not be considered where both the Chair of the Board of Examiners and the Chair of the Appeals Committee consider that no such relevant evidence has been adduced by the candidate concerned.

(c) The Appeals Committee shall consist of not fewer than three members appointed by the Chair of the Board of the appropriate Faculty from a panel appointed by the Senate on the recommendation of the Board of the appropriate Faculty. No teachers of any course studied by the appellant shall be a member of the Appeals Committee. The Appeals Committee shall not include any member of the appellant's department. The dates of the meetings of the Appeals Committees, together with the dates by which appellants must submit their appeals to the Secretary of the appropriate Faculty Board, shall be published by the University. Appellants will receive no less than 10 days formal notice of the meeting. The Chair of the appropriate Board of Examiners, or his/her authorised deputy, and the candidate's Personal Tutor shall be in attendance when an appeal is being considered. If the appellant's Personal Tutor is unable to be present, then a written statement from the Personal Tutor must be available at the hearing of the appeal. If the appellant's Tutor is not in attendance, a representative from the appellant's department(s) must be available when the appeal is considered to advise the committee on departmental procedure and other relevant matters in the course of the hearing. A written statement shall be obtained from the Head of the appellant's department who shall consult the teachers on the courses which were failed at the resit examination; written statements from the teachers may also be requested at the discretion of the Chair of the Appeals Committee. The appellant may, if he/she chooses, appear in person before the Appeals Committee and may invite any one other person to attend the hearing. The name and status of any person accompanying the student must be notified to the Chair of the Committee in advance of the meeting.

(d) The decision of the Appeals Committee is final.

(13) Permission for students to transfer from one degree course to another may be given only by the Academic Registrar on the recommendation of the Head(s) of Department(s) of the course on which the student is enrolled and to which the student is transferring. Transfer will not normally be permitted to take place between the beginning of the third week of the Spring term and the end of the Summer term. Heads of Departments may recommend that a student transfer degree course during this period where that transfer is to take place at the start of the next academic session.

## **8.5 Regulations for the Degree of BA (with Qualified Teacher Status) (post 1996 entry)**

**No longer applicable**

### **8.5.1 Regulations for the Degree of BA (with Qualified Teacher Status) (pre 1996 entry)**

**No longer applicable**

## Reg. 8 contd. Regulations for First Degrees

### 8.6 Regulations for the Degree of BEd

**No longer applicable**

### 8.7 Regulations for the Degree of BEd (Teaching English to Speakers of Other Languages)

(1) All candidates for the degree of BEd (Teaching English to Speakers of Other Languages) will be admitted to an Honours course. The degree may, however, be conferred either as a degree with Honours or as a Pass degree.

(2) Candidates for the degree must have followed an approved course of full-time study in the University, extending normally over not fewer than four academic years.

(3) To qualify for admission to the degree course a candidate must comply with the Regulations Regarding the Conditions for Admission to the University. (This would normally be achieved through the successful completion of a two-year access Matriculation course accredited by the University.)

(4) (a) In the Summer term, the Board of Examiners will consider the progress of candidates during the first year on the basis of such tests as may be approved by the Senate, together with candidates' work in the first year, and the candidate will *either*:

(i) be permitted to proceed to the second year of the Honours course; *or*

(ii) be required to take further tests in the Summer vacation; *or*

(iii) be recommended to withdraw from the course of study.

Candidates in category (iii) above may, if they wish, take further tests in the Summer vacation.

(b) The Board of Examiners will consider the results of the tests held in the Summer vacation together with candidates' work in the first year and in previous tests and the candidate will *either*:

(i) be permitted to proceed to the second year of the Honours course; *or*

(ii) be required to withdraw from the course of study.

(c) Exceptionally, the Board of Examiners may permit a candidate who has not passed the first year tests to take further tests in a final attempt the following year, without residence at the University.

(5) (a) In the Summer term the Board of Examiners will consider the progress of candidates during the second year on the basis of such tests as may be approved by the Senate, together with candidates' work in the second year and the candidate will *either*:

(i) be permitted to proceed to the third year of the Honours course; *or*

(ii) be required to take further tests in the Summer vacation; *or*

(iii) be recommended to withdraw from the course of study.

Candidates in category (iii) above may, if they wish, take further tests in the Summer vacation.

(b) The Board of Examiners will consider the results of the tests held in the Summer vacation together with candidates' work in the second year and in previous tests, and the candidate will *either*:

(i) (A) Applicable to students who commenced their course at the University prior to 1 August 2008: be permitted to proceed to the third year of the Honours course but will carry forward examination credit derived from marks obtained in the first attempt at the second-year examinations; *or*

(B) Applicable to students who commenced their course at the University on or after 1 August 2008: be permitted to proceed to the third year of the Honours course. Where a module which contributes to the degree classification has been failed but passed on resit, the pass mark (40%) will be used in the calculation of the degree class or the award of a Pass degree; *or*

(ii) be required to withdraw from the course of study.

(6) During the academic year, the School Practice Board of Examiners will consider the performance of candidates during the third year School Practice in Malaysia, together with the candidates' other work in school in Britain, and will forward a recommendation to the Board of Examiners.

(7) (a) In the Summer term the Board of Examiners will consider the progress of candidates during the third year on the basis of such tests as may be approved by the Senate together with candidates' work in the third year and the candidate will *either*:

(i) be permitted to proceed to the fourth year of the Honours course; *or*

(ii) be permitted to proceed to the fourth year of a Pass course; *or*

(iii) be required to take further tests in the Summer vacation; *or*

(iv) be required to undergo a School Practice re-examination (in Malaysia) in a final attempt during the following academic year, without residence at the University; *or*

(v) be recommended to withdraw from the course of study.

Candidates in category (v) above may, if they wish, take further tests in the Summer vacation and/or undergo a School Practice re-examination (in Malaysia) in a final attempt during the following academic year, without residence at the University.

(b) The Board of Examiners will consider the results of the tests held in the Summer vacation together with candidates' work in the third year and in previous tests, and the candidate will *either*:

(i) (A) Applicable to students who commenced their course at the University prior to 1 August 2008: be permitted to proceed to the fourth year of the Honours course, but will carry forward examination credit derived from marks obtained in the first attempt at the third year tests ; *or*

(B) Applicable to students who commenced their course at the University on or after 1 August 2008: be permitted to proceed to the fourth year of the Honours course. Where a module which contributes to the degree classification has been failed but passed on resit, the pass mark (40%) will be used in the calculation of the degree class or the award of a Pass degree; *or*

(ii) be permitted to proceed to the fourth year of a Pass course; *or*

(iii) be required to withdraw from the course of study.

(8) Candidates who fail the School Practice re-examination will be required to withdraw from the course of study.

(9) (a) In the Summer term of the fourth year the Subject and Education Boards of Examiners will consider the progress of candidates during the third and fourth years, on the basis of such tests as may be approved by the Senate, together with candidates' work in the third and fourth years, and will forward an agreed mark for each course to the Joint Board of Examiners.

(b) The Joint Board of Examiners shall take account of candidates' work in the second, third and fourth years of the degree course and will *either*:

(i) report to the Senate the names of those candidates qualified for the award of a BEd (TESOL) degree; *or*

(ii) resolve that no award be made.

(10) (a) The degree with Honours will be awarded in three classes, the second class being in two divisions.

(b) The Pass degree is an unclassified degree.

(11) (a) The Joint Board of Examiners may decide that a candidate in the final Honours examination should be awarded a Pass degree.

(b) Candidates who are not awarded a degree at the conclusion of the final year may take further tests as may be approved by the Senate in a final attempt the following Summer, without residence at the University, to qualify for a Pass degree.

(12) The Senate shall award the degree of BEd (Teaching English to Speakers of Other Languages) in accordance with the decisions of the Joint Board of Examiners. The Senate may refer any such decisions of the Joint Board of Examiners back for further consideration.

(13) The Joint Board of Examiners may recommend the award of Aegrotat passes or degrees under the conditions laid down in the Regulations Governing the Procedure to be Adopted in the Event of Absence for Medical Reasons from a University Examination.

(14) (a) A candidate who is required by a Board of Examiners to withdraw from his/her course of study under paragraph 4(b)(ii), 5(b)(ii), 7(b)(iii) or 8 above, has the right to make representations, normally in writing, within ten days of the publication of the examination results, to the Appeals Committee of the Board of the Faculty of Social Sciences.

(b) The Appeals Committee will consider the appeals of candidates against decisions made by a Board of Examiners under paragraph (4)(b)(ii), 5(b)(ii), 7(b)(iii) or 8 above, where a candidate is in possession of evidence which was not available to the Board of Examiners when their decision was reached and can provide good reasons for not having made the Board of Examiners aware of this evidence. An appeal will not be considered in cases where both the Chair of the Board of Examiners and the Chair of the Appeals Committee consider that no such relevant evidence has been adduced by the candidate concerned.

(c) The Appeals Committee shall consist of not fewer than three members appointed by the Chair of the Board of the appropriate Faculty, from a panel appointed by the Senate on the recommendation of the Board of the appropriate Faculty. No teacher of any course studied by the appellant shall be a member of the Appeals Committee. The Appeals Committee shall not include any member of the appellant's department. The dates of the meetings of the Appeals Committees, together with the dates by which appellants must submit their appeals to the Secretary of the appropriate Faculty Board, shall be published by the University. Appellants will receive no less than 10 days formal notice of the meeting. The Chair of the appropriate Board of Examiners, or his/her authorised

deputy, and the candidate's Personal Tutor shall be in attendance when an appeal is being considered. If the appellant's Personal Tutor is unable to be present then a written statement from the Personal Tutor must be available at the hearing of the appeal. If the appellant's Tutor is not in attendance, a representative from the appellant's department(s) must be available when the appeal is being considered to advise the committee on departmental procedure and other relevant matters in the course of the hearing. A written statement shall be obtained from the Head of the appellant's department who shall consult the teachers on the courses which were failed at the resit examination; written statements from the teachers may also be requested at the discretion of the Chair of the Appeals Committee. The appellant may, if he/she chooses, appear in person before the Appeals Committee and may invite any one other person to attend the hearing. The name and status of any person accompanying the student must be notified to the Chair of the Committee in advance of the meeting.

(d) The decision of the Appeals Committee is final.

### **8.8 Regulations for the Degree of BPhil(Ed) (Part-time)**

**No longer applicable**

### **8.9 Regulations for the full-time 2+2 Degrees (BSc and BA) offered in collaboration with local colleges**

(1) All candidates for the full-time 2+2 degree of BA or BSc will be admitted to an Honours course. The degree may, however, be conferred either as a degree with Honours or as a Pass degree. Candidates who successfully complete Level One but who choose not to progress to Level Two will be eligible for the award of a Certificate.

(2) Candidates for a full-time 2+2 degree must have followed an approved course of study in the University and a local College, extending normally over four academic years.

(3) (a) In the Summer term of the first year Boards of Examiners appointed by the College will consider the progress of candidates in the first period of Level One study together with candidates' work in the first period of Level One study, and candidates will *either*:

(i) be permitted to proceed to the second period of Level One study; *or*

(ii) be required to take further tests in the Summer vacation; *or*

(iii) be recommended to withdraw from their course of study.

Candidates in category (iii) above may, if they wish, take further tests in the Summer vacation.

(b) Boards of Examiners will consider the results of the tests in the Summer vacation together with candidates' work during the first period of Level One study and in previous tests and candidates will *either*:

(i) be permitted to proceed to the second period of Level One study; *or*

(ii) be required to withdraw from their course of study.

(c) Exceptionally, a Board of Examiners may permit a candidate who has not passed the first period of Level One tests to take further tests in a final attempt the following year, without residence at the College; when considering the results of these further examinations the Board of Examiners may take any of the decisions open to it under paragraph (b) above.

(4) (a) In the Summer term of the second period of Level One study, Boards of Examiners will consider the progress of candidates during the second period of Level One study, together with candidates' work in the second period of Level One study, and candidates will *either*:

(i) be permitted to proceed to Level Two study; *or*

(ii) be required to take further tests in the Summer vacation; *or*

(iii) be recommended to withdraw from their course of study.

Candidates in category (ii) above may, if they wish, take further tests in the Summer vacation.

(b) Boards of Examiners will consider the results of the tests held in the Summer vacation together with candidates' work in the second period of Level One study and in previous tests, and candidates will *either*:

(i) be permitted to proceed to Level Two study; *or*

(ii) be permitted to proceed to a Pass course; *or*

(iii) be required to withdraw from their course of study.

(c) Exceptionally, a Board of Examiners may permit a candidate who has not passed the second period of Level One study tests to take further tests in a final attempt the following year, without residence at the College; when considering the results of these further examinations the Board of Examiners may take any of the decisions open to it under paragraph (b) above.

(5) (a) Where the examination of modules contributing to the final degree classification takes place before the final year of the degree programme, Boards of Examiners will consider in the Summer term of that year (or where that is not possible, during the Summer vacation) the results of such tests as may be approved by the Senate, together with work done during the year, and candidates will *either*:

(i) be permitted to proceed to the next year of an Honours programme; *or*

(ii) be permitted to proceed to the next year of a Pass degree programme; *or*

(iii) be required to proceed to the next year of a Pass degree programme but be permitted to take further tests in a final attempt the following Summer along with their other examinations; *or*

(iv) be permitted to take further tests to be specified by the examiners in a final attempt the following summer, without residence at the University; *or*

(v) be recommended to withdraw from their course of study.

(b) Candidates under 5(a)(v) above may, if they wish, take further tests as directed by the Board of Examiners, as under paragraphs 5(a)(iii) and 5(a)(iv) above.

(c) When considering a candidate resitting examinations under the requirements of 5(a)(iii) and 5(a)(iv) above, but not on the final year of the degree programme, Boards of Examiners will consider the results of the tests held in accordance with that paragraph together with the candidate's work during the year and in previous tests and candidates will *either*:

(i) be permitted to proceed, or take further tests as a final attempt the following year, as under paragraphs 5(a)(iii) and 5(a)(iv) above, except that candidates shall not be permitted to resit examinations that have already been resat; *or*:

(ii) be required to withdraw from their course of study. Such candidates will be eligible for the award of a Certificate.

(d) (i) Candidates placed on a Pass degree by a Board of Examiners shall *either*:

(A) follow a reduced load leading to a Pass degree; *or*

(B) be permitted by their Department(s) to take a full Honours load in order to facilitate reinstatement to Honours; *or*

(C) be required to take a full load in order to fulfil the requirements for a Pass degree.

(ii) Reinstatement to honours under (i) (B) above shall be either at the subsequent Board of Examiners or by recommendation (giving reasons) from the student's department(s) to the appropriate Undergraduate Studies Committee and Faculty Board in the course of the year.

(iii) In the final year of study the reduced load under (i) (A) above shall not normally exceed 80 per cent of the Honours load.

(6) The final year examination or such part of it not previously taken will be held in the fourth year. The examination will consist of such tests as may be approved by the Senate. The Senate shall award the degree in accordance with the decisions made by Boards of Examiners. The Senate may refer any decision of a Board of Examiners back to that Board for further consideration.

(7) In determining the category and class of degree to be awarded, Boards of Examiners may take into account the quality of candidates' work throughout the degree course.

(a) The degree with Honours will be awarded in three classes, the second being in two divisions.

(b) The Pass degree is an unclassified degree.

(8) (a) To be eligible for an Honours classification, a candidate must have followed the final year of an Honours degree programme and, except as provided in paragraphs (4)(c) and (5)(c) above or by special permission of the Senate, have completed the requirements for the degree in not more than four academic years from the date of admission to the first year of the course.

(b) Boards of Examiners may decide that a candidate in the final Honours examination should be awarded a Pass degree.

(c) (i) Applicable to students who commenced their course at the University prior to 1 August 2008: Candidates who have resat examinations contributing to the final degree classification under paragraphs 5(a)(iii) and 5(a)(iv) above, may be considered for the award of an Honours degree but in the calculation of final degree classification, Board of Examiners may only use credit gained from the first attempt at the examinations. If the candidate is being considered for the award of a Pass degree, the Board of Examiners may use the credit gained from the second attempt at the examinations.

(ii) Applicable to students who commenced their course at the University on or after 1 August 2008: Candidates who have resat examinations contributing to the final degree classification under paragraphs 5(a)(iii) and 5(a)(iv) above, may be considered for the award of an Honours degree or a Pass degree. Where a module which contributes to the degree classification has been failed but passed on resit, the pass mark (40%) will be used in the calculation of the degree class or the award of a Pass degree.

(d) Candidates who are not awarded a degree at the conclusion of the final year may take further tests as may be approved by the Senate in a final attempt the following Summer, without residence at the University, to qualify for a Pass degree, except that candidates shall not be permitted to resit examinations that have already been resat.

(9) Boards of Examiners may award Aegrotat passes or degrees under the conditions laid down in the Regulations Governing the Procedure to be Adopted in the Event of Absence for Medical Reasons from a University Examination.

(10) (a) A candidate who is required by a Board of Examiners to withdraw from his/her course of study under paragraph (3)(b)(ii), (4)(b)(iii) or (5)(c)(ii) has the right to make representations, normally in writing, within ten days of the publication of the examination results, to the Appeals Committee of the Board of the appropriate Faculty.

(b) The Appeals Committee will consider the appeals of students against decisions made by Boards of Examiners under paragraph (3)(b)(ii), (4)(b)(iii) or (5)(c)(ii) where a student is in possession of evidence which was not available to the Board of Examiners when their decision was reached and can provide good reasons for not having made the Board of Examiners aware of this evidence. An appeal will not be considered in cases where both the Chair of the Board of Examiners and the Chair of the Appeals Committee consider that no such relevant evidence has been adduced by the candidate concerned.

(c) The Appeals Committee shall consist of not fewer than three members appointed by the Chair of the Board of the appropriate Faculty from a panel appointed by the Senate on the recommendation of the Board of the appropriate Faculty. No teacher of any course studied by the appellant shall be a member of the Appeals Committee. The Appeals Committee shall not include any member of the appellant's department. The dates of the meetings of the Appeals Committees, together with the dates by which appellants must submit their appeals to the Secretary of the appropriate Faculty Board, shall be published by the University. Appellants will receive no less than 10 days formal notice of the meeting. The Chair of the appropriate Board of Examiners, or his/her authorised deputy, and the Candidate's Personal Tutor shall be in attendance when an appeal is being considered. If the appellant's Personal Tutor is not in attendance, a representative from the appellant's department(s) must be available when the appeal is being considered to advise the Committee on departmental procedure and other relevant matters in the course of the hearing. A written statement shall be obtained from the Head of the appellant's department who shall consult the teachers on the courses which were failed at the resit examination; written statements from the teachers may also be requested at the discretion of the Chair of the Appeals Committee. The appellant may, if he/she chooses, appear in person before the Appeals Committee and may invite any one other person to attend the hearing. The name and status of any person accompanying the student must be notified to the Chair of the Committee in advance of the meeting.

(d) The decision of the Appeals Committee is final.

(11) Permission for students to transfer from one 2+2 degree course to another may be given only by the Academic Registrar on the recommendation of the Director of the Centre for Lifelong Learning and submitted for approval to the Academic Registrar. Transfer will not normally be permitted to take place between the beginning of the third week of the Spring term and the end of the Summer term. The Director of the Centre for Lifelong Learning may recommend that a student transfer degree course during this period where that transfer is to take place at the start of the next academic session.

### **8.10 Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MB ChB) and for the Bachelor of Medical Sciences (BMedSci)**

(1) Candidates for the Degrees of MB ChB must have followed an approved course of full time study in the University extending normally over not fewer than four academic years. Students who are required to repeat a year or who temporarily withdraw from the course will normally be expected to complete the course within no more than six years from the date of first registration.

(2) To qualify for admission to the degree course a candidate must:

(a) Comply with the Regulations regarding admission to the University

(b) Hold an honours degree in an approved subject

(c) Be deemed fit to practise by the appropriate Fitness to Practise Committee in accordance with Regulation 34.

(3) The course is divided into two phases, Phase I is normally completed by the end of the first 16 months and Phase II is normally completed by the end of the fourth year.

(4) First Year Examinations

(a) In the summer term the Phase I Board of Examiners will consider the progress of candidates during the first year on the basis of such tests as may be approved by the Senate, together with candidates' work in the first year, and candidates will either:

(i) Be permitted to proceed to the second year of their course; or

(ii) Be required to take further tests in the summer vacation; or

(iii) Be recommended to withdraw from their course of study.

(b) Candidates in (a)(iii) above may, if they wish, take further tests in the summer vacation as specified by the board of examiners.

(c) Before the start of the winter term the Phase I Board of Examiners will consider the results of tests held in the summer vacation together with candidates' work in the first year and in previous tests, and candidates will either:

- (i) Be permitted to proceed to the second year of their course; or
- (ii) Be required to repeat the first year of the course with residence; or
- (iii) Be required to withdraw from their course of study.

#### (5) End of Phase I Examinations

(a) In order to progress from Phase I to Phase II of the course candidates must satisfy the Phase I Board of Examiners that they have;

(i) Completed satisfactorily all of the core curriculum and associated tests, in medical sciences and clinical skills in each of years one and two (up to the end of Phase I) of the course, and passed any further tests, where required, held during any year(s) in which they have failed to complete the approved tests satisfactorily;

(ii) Completed satisfactorily one Special Study Module in their second year. Candidates who fail to satisfy the examiners in the Special Study Module may be allowed, at the discretion of the Phase I Board of Examiners, to present themselves for re-examination in that module on one further occasion.

(iii) Completed satisfactorily the Clinical Applications Special Study Module. Candidates who fail to satisfy the examiners in the Clinical Applications Special Study Module may be allowed, at the discretion of the Phase I Board of Examiners, to present themselves for re-examination in that module on one further occasion. (Cohorts entering after 2011 will not be required to fulfill this part of the Regulation)

(b) Following the end of Phase I Examinations which take place in year two the Phase I Board of Examiners will consider the performance of candidates against the criteria set out in (a)(i-iii) above and candidates will either:

- (i) Be permitted to proceed to Phase II of their course; or
- (ii) Be required to take further tests in the winter vacation; or
- (iii) Be recommended to withdraw from their course of study.

(c) Candidates in (b)(iii) above may, if they wish, take further tests in the winter vacation as specified by the board of examiners.

(d) The Phase I Board of Examiners will consider the results of the further tests taken in the winter vacation together with the candidates' performance in other tests and work during Phase I and candidates will either:

- (i) Be permitted to proceed to Phase II of the course; or
- (ii) Be required to repeat the second year of their course with residence. This will include all elements of the second year, in particular, the study and assessment associated with a different Special Study Module. Students deemed to have achieved a "pass" grade in their Clinical Application Special Study Module will not be required to undergo a further assessment in this module; or
- (iii) Be required to withdraw from their course of study.

#### (6) Phase II Examinations

(a) In order to pass Phase II of the course candidates must:

(i) Complete satisfactorily the allocated clinical attachments, specified portfolios and course work in the Junior and Senior rotations as specified in the Code of Practice.

(ii) Complete satisfactorily the Intermediate Professional Examination (IPE) and the Final Professional Examination (FPE) and passed any further tests, where required, held during any year(s) in which they have failed to complete the approved tests satisfactorily;

(b) In the spring term following the community attachment and the first six clinical attachments candidates sit the Intermediate Professional Examination (IPE) which will consist of a written element and a clinical element. There will be no compensation permitted between the written and clinical elements. Both elements must be passed at the same sitting. The Phase II Board of Examiners will consider the performance of candidates in both elements of the IPE together with their performance in the community attachment and the first six clinical blocks and candidates will either:

- (i) Be permitted to proceed onto the Senior Rotation; or
- (ii) Be required to present themselves for further tests; or
- (iii) Be required to repeat the Junior Rotation with residence.; or



(iv) Be required to withdraw from their course of study, they may be awarded the BMedSci degree.

(c) Following further tests in (b)(ii) above the Phase II Board of Examiners will consider the performance of candidates in the further tests and candidates will either:

(i) Be permitted to proceed onto the senior clinical rotation; or

(ii) Be required to repeat the Junior Rotation with residence; or

(iii) Be required to withdraw from their course of study, they may be awarded the BMedSci degree.

(d) Following the satisfactory completion of the elective placement and the final six clinical attachments in the fourth year candidates sit the Final Professional Examination which will consist of a written element and a clinical element (with further options for those candidates at the borderline of either element). There will be no compensation permitted between the written and clinical elements. Both elements must be passed at the same sitting.

A sub group of the Phase II Board of Examiners, in the summer term of the fourth year, will consider the performance of candidates in the written and clinical elements, and the further clinical option (if required) of the Final Professional Examination together with their performance in the elective placement and the final 6 clinical placements, and will identify candidates who will:

(i) Be required to sit the further option of the written element, in the summer term, if they have not reached the required threshold in the written element; or

(ii) Be required to re-sit the written and clinical elements of the Final Professional Examination, followed by a period of Additional Clinical Practice, the following October/November if they were unsatisfactory in the clinical element.

(e) In June following the period of Additional Clinical Practice and the completion of the further option of the written element, the full Phase II Examination Board, in the summer term of the fourth year, will consider the performance of candidates and candidates will either:

(i) Be confirmed with the award of the MB ChB degrees; or.

(ii) Be recommended for the award of MB ChB "with honours" (all eligible candidates); or

(iii) Be required to undertake further training if they are deemed unsatisfactory at their Additional Clinical Practice; or

(iv) Be required to sit additional written and clinical elements of the Final Professional Examination, the following October/November, if they have failed the further option of the written element under 6 (d) (ii) above; or

(v) Be required to repeat the Senior Rotation with residence; or

(vi) Be required to withdraw from their course of study, they may be awarded the BMedSci degree.

(f) In November the Phase II Board of Examiners will consider the performance of candidates in the additional Final Professional Examination written and clinical elements together with their performance in other assessed work completed, including Additional Clinical Practice, during Phase II of the course and candidates will either:

(i) Be recommended for the award of the MB ChB degrees; or

(ii) Be required to withdraw from their course of study, they may be awarded the BMedSci degree.

(g) In order to be awarded the degrees of MB ChB candidates must be deemed fit to practise as set out in Regulation 34.

(h) In order to receive the degrees of MB ChB candidates who have successfully completed the requirements of the course will be required to affirm the Declaration of Geneva at the degree ceremony or on another occasion as decided by the Dean of the Warwick Medical School.

#### (7) Bachelor of Medical Science – BMedSci

(a) In order to be awarded the BMedSci degree candidates must have satisfied the Phase I Board of Examiners in accordance with the conditions set out in section (5) above that they have achieved the required standard for successful completion of Phase I of the curriculum.

(b) Candidates who are awarded the degree of Bachelor of Medical Science are normally excluded from re-admission to the course for the degrees of MB ChB.

#### (8) Appeals

(a) A candidate who is required by a board of examiners to withdraw from his/her course of study under paragraphs (4)(c)(iii), (5)(d)(iii), (6)(b)(iv), (6) (c) (iii), (6) (d) (v), (6) (e) (v) and 6 (f) (ii) has the right to make representations, normally in writing, within 15 days of the publication of the examination results, to the Appeals Committee of the Board of the Faculty.

(b) The Appeals Committee will consider the appeals of students against decisions made by the Boards of Examiners under paragraphs (4)(c)(iii), (5)(d)(iii), (6)(b)(iv), (6) (c) (iii), (6) (d) (v), (6) (e) (v) and 6 (f) (ii) where a student is in possession of evidence which was not available to the Board of Examiners when their decision was reached and can provide good reasons for not having made the Board of Examiners aware of this evidence. An appeal will not be considered in cases where both the Chair of the Board of Examiners and the Chair of the Appeals Committee consider that no such relevant evidence has been adduced by the candidate concerned.

(c) The Appeals Committee shall consist of not fewer than three members appointed by the Chair of the Board of the Faculty of Medicine from a panel comprising representatives of the Faculties of Science, Social Studies and Arts appointed by the Senate. No teacher of any course studied by the appellant shall be a member of the Appeals Committee. The Appeals Committee shall not include any member of the Warwick Medical School. The dates of the meetings of the Appeals Committees, together with the dates by which appellants must submit their appeals to the Secretary of the appropriate Faculty Board, shall be published by the University. Appellants will receive no less than 10 days formal notice of the meeting. The Chair of the appropriate Board of Examiners, or his/her authorised deputy, and the candidate's Personal Tutor / Clinical Educational Supervisor shall be in attendance when an appeal is being considered. If the appellant's Personal Tutor / Clinical Educational Supervisor is unable to be present, then a written statement, including the academic progress of the student, from the Personal Tutor / Clinical Educational Supervisor or Medical School must be available at the hearing of the appeal. If the appellant's Personal Tutor / Clinical Educational Supervisor is not in attendance, a representative from the appellant's department(s) must be available when the appeal is being considered to advise the committee on departmental procedure and other relevant matters in the course of the hearing. A written statement shall be obtained from the Warwick Medical School which will include information from teachers on the courses which were failed at the re-sit examination; written statements from the teachers may also be requested at the discretion of the Chair of the Appeals Committee. The appellant may, if he/she chooses, appear in person before the Appeals Committee and may invite any one other person to attend the hearing. The name and status of any person accompanying the student must be notified to the Chair of the Committee in advance of the meeting.

(d) In making a decision on the case presented the Appeals Committee may resolve to uphold the original decision of the Examination Board or permit a re-sit with residence. The Appeals Committee may not alter the allocated marks given to a candidate in order to permit them to graduate or proceed to the next year.

(e) The decision of the Appeals Committee is final.

(9) Issues of a student's fitness to practise medicine shall be considered by the Fitness to Practise Committee (refer to Regulation 34.)

(10) In cases where a fitness to practise issue is identified prior to enrolment at the University of Warwick on the MB ChB course the case will be considered in accordance with Regulation 6.3 Regulations Governing Admission to Courses of Study. In cases referred to the Committee under 6.3(3) Regulations Governing Admissions to Programmes of Study:

(a) Where the candidate has not yet enrolled at the University and the offer has not yet been made to the candidate:

(i) If the Committee determines the candidate is not fit to practise, the recommendation for the application of the candidate to be rejected for the degrees course to which he/she has applied shall be referred directly to the Vice-Chancellor. If the Vice-Chancellor wishes to uphold the recommendation to reject the candidate, the decision shall be made on behalf of Senate.

(ii) If the Committee determines the candidate is fit to practise, the case will be referred to the Committee on Admission of Students to Courses of Study for consideration.

(b) Where the candidate has been made an offer of a place but has not yet enrolled at the University:

(i) If the Committee determines the candidate is not fit to practise, the recommendation to revoke the offer to the candidate for the degree course to which he/she has applied shall be referred directly to the Vice-Chancellor. If the Vice-Chancellor wishes to uphold the recommendation to revoke the offer, the decision shall be made on behalf of Senate.

(ii) If the Committee determines the candidate is fit to practise, the case will be referred to the Committee on Admission of Students to Courses of Study for consideration.

(11) Students who are currently enrolled at the University may be referred to the Fitness to Practise Committee where evidence emerges which brings into question a student's fitness to practise medicine, including issues of behaviour and attitudes, dishonesty, or criminal conduct, or illness likely to pose a risk to patients. In such cases the student shall be notified in writing of the issue of fitness to practise and be invited to make written representations to the Committee. The Committee may decide:

(a) to take no action; or

(b) that the student is suffering an illness sufficient to make him/her unfit to practise and to recommend to the Faculty Boards that his/her registration be suspended until such time as a satisfactory medical report is received; or

(c) that the student is suffering an illness sufficient to make him/her unfit to practise and to recommend to the Faculty Boards that, notwithstanding his/her academic progress, the award of the degrees be withheld, or s/he be not permitted to graduate, until such time as a satisfactory medical report is received; or

(d) to warn the student that his/her behaviour, attitude, or conduct is such that s/he is at significant risk of having his/her registration terminated, not being awarded the degrees, or not being permitted to graduate, on the basis s/he is unfit to practise; or

(e) to recommend to the Faculty Boards that, notwithstanding a student's academic progress, s/he not be awarded the degrees, or not be permitted to graduate on the basis s/he is unfit to practise; or

(f) to recommend, via the Faculty Boards, to the University that the student's registration be terminated on the grounds that s/he is unfit to practise.

The decision of the Fitness to Practise Committee shall be communicated to the student in writing. Where the academic progress of a student is also a concern, the Fitness to Practise Committee may refer the case to the Academic Progress Group for consideration. Students who are deemed unfit to practise may be considered for the award of the BMedSci subject to their academic progress.

(12) Responsibility for the assessment of students registered for the degrees of MB ChB shall lie with the WMS Board of Examiners, reporting to the Faculty Boards.

(13) Assessment and examination for the degrees of MB ChB including: the appointment and duties of external examiners, the criteria for satisfactory completion of elements of the course, the conduct of examinations and examination offences (including plagiarism and cheating), shall be governed by the WMS Code of Practice on Assessment and Examination, approved by the Undergraduate Studies Committee.

(14) The Boards of Examiners for Phase I and Phase II of the degrees of MB ChB shall be appointed annually by the Senates of the University of Warwick on the recommendation of the Faculty Board and their membership is set out in Regulation 9.5.

### **8.11 Regulations for the part-time Foundation Degree (FdA)**

(1) The Foundation Degree is an unclassified award conferred on candidates successfully completing periods of Level One and Level Two study. Candidates who successfully complete Level One but who choose not to progress to Level Two will be eligible for the award of a Certificate.

(2) Candidates for the part-time Foundation Degree must have followed an approved course of study in the University and/or at an Associate College of the University, extending normally over not fewer than three and not more than six academic years.

#### **(3) Level One Candidates**

(a) In the summer term, Level One Boards of Examiners will consider the progress of candidates with 120 level one credits of fewer, completed on the basis of such tests as may be approved by the Senate, together with candidates' work in that year.

(b) Candidates with fewer than 120 credits will *either*:

(i) be permitted to proceed to further study at level one; *or*

(ii) be permitted to take further tests, as specified by the Board of Examiners, in the Summer vacation.

(c) Boards of Examiners will consider the results of the tests held in the Summer vacation together with candidates' work in the first and in previous tests and candidates will *either*:

(i) be permitted to proceed to further study at Level One; *or*

(ii) be recommended to withdraw from their course of study; *or*

(iii) exceptionally, be permitted to take further tests, as specified by the Board of Examiners, in a final attempt the following year.

(d) Candidates in (c)(ii) above may, if they wish, take further tests in the following year as specified by the Board of Examiners.

(e) Boards of Examiners will consider the results of tests taken under (c)(iii) or (d) above, together with candidates' work in previous tests and candidates will *either*:

(i) be permitted to proceed to further study at Level One; *or*

(ii) be required to withdraw from their course of study.

(f) Candidates with 120 level one credits will *either*:

(i) be permitted to proceed to level two study; *or*

(ii) be permitted to take further tests, as specified by the Board of Examiners, in the Summer vacation; *or*

(iii) be recommended to withdraw from their course of study.

(g) Candidates in (f)(iii) above may, if they wish, take further tests in the Summer vacation as specified by the Board of Examiners.

(h) Boards of Examiners will consider the results of tests held in the Summer vacation together with candidates' work in the first and in previous tests and candidates will *either*:

(i) be permitted to proceed to level two study; *or*

(ii) be required to withdraw from their course of study; *or*

(iii) exceptionally, be permitted to take further tests, as specified by the Board of examiners, in a final attempt the following year.

(J) Boards of Examiners will consider the results of tests taken under (h)(iii) above, together with candidates' work in previous tests and candidates will *either*:

(i) be permitted to proceed to level two study; *or*

(ii) be required to withdraw from their course of study.

#### (4) Level Two Candidates

(a) At level two, Boards of Examiners will each year consider the progress of candidates during that year on the basis of such tests as may be approved by the Senate, together with candidates' work in that year and candidates will *either*:

(i) be permitted to proceed to further courses at level two; *or*

(ii) be permitted to proceed to further courses at level two notwithstanding a fail mark in a particular course; *or*

(iii) be required to take further tests in the Summer vacation.

(b) Boards of Examiners will consider the results of tests held in the Summer vacation together with candidates' work in the first test and candidates will *either*:

(i) be permitted to proceed to further courses at level two; *or*

(ii) be required to withdraw from their course of study.

(5) Candidates who are not awarded a Foundation Degree at the conclusion of their final year may take further tests as directed by the Board of Examiners in a final attempt during the Summer vacation, except that candidates shall not be permitted to resit examinations which have already been resat. Final awards may be made by Boards of Examiners in June/July, September or December.

(6) Board of Examiners may recommend the award of Aegrotat passes or degrees under the conditions laid down in the Regulations Governing the Procedure to be Adopted in the Event of Absence for Medical Reasons from a University Examination.

(7) (a) A candidate who is required by a Board of Examiners to withdraw from his/her course of study under either paragraph (3)(e)(ii), (3)(h)(ii) or (4)(b)(ii) has the right to make representations, normally in writing, within ten days of the publication of the examination results, to the Appeals Committee of the Board of the appropriate Faculty.

(b) The Appeals Committee will consider the appeal of a candidate against a decision made by the Board of Examiners, requiring, him/her to withdraw under either paragraph (3)(e)(ii), (3)(h)(ii) or (4)(b)(ii) where a candidate is in possession of evidence which was not available to the Board of Examiners when their decision was reached and can provide good reasons for not having made the Board of Examiners aware of this evidence. An appeal will not be considered in cases where both the Chair of the Board of Examiners and the Chair of the Appeals Committee consider that no such relevant evidence has been adduced by the candidate concerned.

(c) The Appeals Committee shall consist of not fewer than three members appointed by the Chair of the Board of the appropriate Faculty from a panel appointed by the Senate on the recommendation of the Board of the appropriate Faculty. No teacher of any course studied by the appellant shall be a member of the Appeals Committee. The Appeals Committee shall not include any member of the appellant's department. The dates of the meetings of the Appeals Committees, together with the dates by which appellants must submit their appeals to the Secretary of the appropriate Faculty Board, shall be published by the University. Appellants will receive no less than 10 days formal notice of the meeting. The Chair of the appropriate Board of Examiners, or his/her authorised deputy, and the candidate's Personal Tutor shall be in attendance when an appeal is being considered. If the appellant's Personal Tutor is unable to be present, then a written statement from the Personal Tutor must be available at the hearing of the appeal. If the appellant's Tutor is not in attendance, a representative from the appellant's department(s) must be available when the appeal is being considered to advise the committee on departmental procedure and other relevant matters in the course of the hearing. A written statement shall be obtained from the Head of the appellant's department who shall consult the teachers of the courses which were failed at the resit examination; written statements from the teachers may also be requested at the discretion of the Chair of the Appeals Committee.

The appellant may, if he/she chooses, appear in person before the Appeals Committee and may invite any one other person to attend the hearing. The name and status of any person accompanying the student must be notified to the Chair of the Committee in advance of the meeting.

(d) The decision of the Appeals Committee is final.

### **8.12 Regulations Governing Appeals Relating to Decisions of Final-year Undergraduate Board of Examiners**

**Note: The University Council approved the inclusion of clause 8.12(11) as set out below at its meeting on 14 July 2010 with effect from the beginning of the 2010/11 academic year.**

**Note: Appeal procedures relating to the MBChB degree are governed by Regulation 8.10 and those relating to undergraduate non-degree courses by Regulation 39.**

**(1) Where a final-year Board of Examiners for an undergraduate degree or other undergraduate-level qualification decides:**

(a) that a candidate be awarded a particular degree classification (including Pass degree), or

(b) that a candidate be not awarded a qualification (with no further right of resit)

a candidate has the right to make representations in writing, within 10 days of the date of the publication of the Board of Examiners' decision (i.e. within 10 days of the date of the publication of the relevant pass list on University noticeboards or within 10 days of the date of the Academic Registrar's letter in the case of candidates not awarded a qualification), via the Academic Registrar, to a preliminary review panel (except as noted under (11) below). The preliminary review panel will comprise the Chair of the Undergraduate Studies Committee of the faculty of the department(s) administering the course on which the candidate is enrolled or a nominee of the Chair from the Undergraduate Studies Committee of that faculty and the Chair (or Deputy Chair) of a Faculty Board other than that of the faculty of the candidate or a Pro-Vice-Chancellor. No teacher of any module studied by the candidate nor any member of the department(s) of the candidate shall be a member of the preliminary review panel.

(2) The preliminary review panel will consider the representations of candidates where:

(a) the candidate is in possession of evidence relevant to his/her examination performance which was not available to the Board of Examiners when its decision was reached and can provide good reasons for not having made the Board of Examiners aware of this evidence;

or

(b) there appears to have been procedural irregularities in the conduct of the examination process; or

(c) there appears to be evidence of prejudice or bias on the part of one or more of the examiners.

Candidates may *only* make representations on the grounds set out above and may not use this procedure to dispute the academic judgement of a Board of Examiners.

(3) Preliminary review panels will consider whether an appellant has brought his or her appeal within the terms and conditions set out above, and may also consider the substance and merits of the case and whether factors advanced by the appellant would have had relevance at the time of the examinations, in arriving at their determinations. An appeal will not be considered where the preliminary review panel considers that the evidence provided by a candidate does not constitute adequate grounds for appeal, and in such a case the candidate will be notified of the reasons for its decision.

If, in undertaking its consideration, the preliminary review panel seeks written comment from a Department/Board of Examiners, then this will be passed to the candidate for any further comment before a decision is made on whether adequate grounds for appeal exist; likewise, any written comments provided by a candidate may be made available at this stage to a Department/Board of Examiners for its comment.

(4) Where the preliminary review panel considers that the evidence provided by a candidate constitutes grounds for appeal, it may make one or more of the following decisions:

(a) to refer the appeal to the Undergraduate Appeals Committee;

(b) to recommend to the Board of Examiners that the Board reconsider its decision. This decision will only be made where the Head of Department or the Chair of the Board of Examiners has already acknowledged that the candidate has established a satisfactory case for appeal and he/she is willing to ask the Board to reconsider its decision.

(5) The Undergraduate Appeals Committee shall be appointed by the Vice-Chancellor (or his nominee) and shall be chaired by the Chair (or Deputy Chair) of the Faculty Board other than that of the faculty of the candidate or the Pro-Vice-Chancellor from the preliminary review panel, together with not fewer than two members drawn from a panel of up to 20 members appointed by the Senate on the recommendation of the Faculty Boards (up to five panel nominees per faculty). No teacher of any module studied by

the appellant shall be a member of the Appeals Committee and the Appeals Committee shall not include any member of the appellant's department(s).

(6) The dates of the meetings of the Undergraduate Appeals Committee, together with dates by which appellants must submit their appeals via the Academic Registrar in order to be considered at a particular meeting, shall be published by the University. Appellants will receive not less than 10 days formal notice of the meeting at which their appeal will be considered. The appellant may if he/she chooses, appear in person before the Appeals Committee and may invite any one other person to attend the hearing. The name and status of the person accompanying the appellant must be notified to the Chair of the Undergraduate Appeals Committee via the Academic Registrar in advance of the hearing. The Undergraduate Appeals Committee shall take evidence from the Chair of the Board of Examiners and any other persons it deems appropriate. The Head of the appellant's Department, or his/her authorised deputy, shall be available when the appeal is being considered to advise the Committee on departmental procedures and any other relevant matters arising in the course of the hearing. All written evidence which is submitted to the Committee shall also be made available to the appellant.

(7) The Undergraduate Appeals Committee may make one of the following decisions:

(a) to reject the appeal, in which case the appellant shall be notified of the Committee's reasons for rejecting the appeal;

(b) to recommend to the Board of Examiners that, for the reasons stated in the Committee's report, the Board should reconsider its decision.

(8) Where the Undergraduate Appeals Committee recommends that the Board of Examiners reconsiders its decision, the Board of Examiners should do so as soon as possible after the meeting of the Undergraduate Appeals Committee and within a maximum period of three months.

(9) After considering the recommendation and advice of the Undergraduate Appeals Committee, the decision of the Board of Examiners shall be final.

(10) At any point in the above process, provision shall exist for mutual agreement to be reached between the appellant and his/her department(s) to resolve the appellant's concerns.

(11) Where an appeal is made solely on the basis of ground (2) (a) above, if the Academic Registrar determines by consultation with the Chair and/or Secretary of the relevant Board of Examiners that the evidence presented in support of the appeal does not in fact provide any substantive new information additional to information known to the Board at the time its decision was taken (and recorded in the minutes of the Board or a sub-committee of the Board), then the Academic Registrar may reject the appeal at that stage without reference to a preliminary review panel.

*Note: Clause 8.12(11) is effective from the beginning of the 2010/2011 academic year.*