

# EDA COLLEGE



## GENERAL ACADEMIC REGULATIONS<sup>1</sup> ACADEMIC YEAR 2024-2025



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<sup>1</sup> Please note that these regulations are the customised adoption of Birmingham Newman University's General Academic Regulations.

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## **PART A: INTRODUCTION**

### **Section 1: Scope of the Regulations**

- A1.1 The General Academic Regulations, referred to as the Regulations, apply to all taught provision of EDA College Ltd.
- A1.2 These Regulations are approved annually by EDA board, and comply with the guidelines of the [Competition and Marketing Authority \(CMA\)](#), the [Quality Assurance Agency for Higher Education \(QAA\)](#), and the requirements of registration for the [Office for Students \(OfS\)](#).
- A1.3 The Regulations in force at any time shall be those for that academic year unless specified otherwise. When a student registers at the start of the academic year for a year of study, or partway through the academic year, the student shall sign up for the Regulations of that academic year.
- A1.4 When a student returns to study after a period of interruption of study (suspension), that student will be required to abide by the Regulations in force at the time of their return, and will resume on the programme of study in operation at the point of return (which may not be the programme they originally studied)
- A1.5 All students are expected to abide by all University Regulations and Guidelines that are implemented at EDA College and they include all relevant policies, regulations and guidelines, such as:
- Admissions Policy
  - Attendance and Engagement Policy
  - Student Academic Integrity Policy and Processes
  - Student Disciplinary Procedures
  - Computing and Network Facilities' General Conditions of Use
  - Academic Appeals Procedure
  - Student Complaints Policy
  - RPcL/RPeL Policy
- Note:** *This is a non-exhaustive list of policies that EDA College follows to completely adhere to Newman University's regulations and guidance. Further Policies can be accessed either on EDA College website or the College VLE.*
- A1.6 Students are expected to confirm that they have understood and will abide by such Regulations. Further details are provided within the college Terms and Conditions as provided on the college website.
- A1.7 The college is committed to operating admissions processes that are fair, transparent, consistent and compliant with all the relevant legislation and regulations. Regulations regarding admission are administered by the Admissions Team.
- A1.8 All students are required to comply with the guidelines and codes of practice as required by their individual course of study, and in particular the following:
- Fitness to Practice Policy
  - Fitness to Study Policy and Procedures
  - Criminal Records Checks (Disclosure and Barring Services - DBS) Policy

- A1.9 The college has a responsibility to its students, staff and visitors to provide a safe community. In accordance with this responsibility, it reserves the right to deny admission to applicants who's prior (unspent) criminal conviction(s) suggest that they might pose a danger to the community.
- A1.10 Applicants should declare any unspent and relevant criminal convictions at the point of application to the University. Any other unusual circumstances e.g., dismissal from previous employment or expulsion from a Higher Education Institution must be declared.
- A1.11 Applicants who do not declare an unspent and relevant criminal conviction and are admitted without the required investigation procedure may have their enrolment rescinded and/or be subject to our college Disciplinary Procedure. This decision is final. If the student has completed their course before a criminal conviction is discovered the college has the right to revoke the award and notify the appropriate bodies.
- A1.12 Additional programme specific regulations also apply to some professional programmes. These may include Fitness to Practice, spent, unspent and relevant criminal convictions, DBS clearance and Prohibition List Checks.

## **Section 2: Amendments to the Regulations**

- A2.1 In the exceptional case of any changes made during an academic year, these changes will be communicated to all students and will be highlighted until the end of that academic year. As much notice as possible will be provided for students already enrolled on programmes.

## **PART B: STUDENT RESPONSIBILITIES**

### **Section 1: Introduction to EDAN**

- B1.1 EDA's web portal to all on-line systems and services is called EDAN. It is a student's responsibility to regularly check EDAN updates and changes to individual records will be accessible here. Students should also check their college VLE pages and email account regularly.
- B1.2 EDAN can be accessed from all computers on campus and also off campus via the EDAN tab on the college website.
- B1.3 EDAN allows easy access to other college systems.

### **Section 2: Student Details**

- B2.1 It is the responsibility of the student to ensure that all their details are accurate, and that college is kept informed of any changes to address, emergency contact details and other information. This information is updated by using EDAN.

#### Change of Name

- B2.2 Should a student require a different name on their award certificate, the college will require an appropriate form of evidence such as a certified copy of a birth entry or.
- Copy of public announcement
  - Statutory declaration
  - Marriage certificate or civil partnership certificate
  - Divorce decree absolute or final order
  - Change of name deed.
- B2.3 If the student wishes to use a pseudonym due to personal safety issues, a police report will be

required for verification.

### **Section 3: College Email**

- B3.1 All email communication with the college should be made using the college's email. Students should check their college email account regularly and respond to emails in a timely fashion. Students should not use other non-college email accounts to communicate with the college, and the college will only send messages to a student's official email account.

### **Section 4: Data Collection**

- B4.1 EDA college collects information about students in the normal course of its operations. This information is only used for business relevant to the college.
- B4.2 Full information about the data that is held and how it can be accessed by staff or students is provided within the college's Data Protection Policy and a statement about data protection is displayed on the college webpages.

### **Section 5: Recording of Lectures**

- B5.1 As part of the college's commitment to accessibility, the college encourages the recording of sessions. Therefore, some sessions will be recorded via lecture capture and made available to all students within their cohort.
- B5.2 Where a recording is to be made, all those present must be notified of the fact at the outset.

### **Section 6: Personal and Professional Behaviour**

- B6.1 Students are expected to behave, at all times, in a manner appropriate to their position as students at college, and in line with the college's policy.
- B6.2 Students are expected to act in a responsible and sensible manner to ensure their own safety and that of other persons who may be affected by their actions. Full information about Health and Safety at EDA college are available on the college website.
- B6.3 Students will develop effective working relationships with staff, their peers, students, children and anyone they encounter within their professional areas, in college and work-related settings/work placements, behaving with professional courtesy and respect in line with college policies. This includes all forms of communication and in particular electronic communication; all communication made using electronic means (including social media) should be both professional and appropriate.

### **Section 7: College Expected Conduct**

- B7.1 All students are expected to conduct themselves with due regard for their legal responsibility as adults and for the good name and reputation of college.
- B7.2 Students are expected to attend all directed sessions and to be both punctual and prepared for their classes.
- B7.3 Students are expected to engage in the group activities set; complete the directed timed activities and participate in their academic support tutorials.

### **Changes to Disclosure and Barring (DBS) Certificate**

- B7.4 Students must make the college aware of any circumstances that may affect their DBS or Disqualification by Association clearance and should be aware that any change may affect their programme of study.

### **Dress Code**

- B7.5 Appropriate professional dress will be expected to be worn on placements / s, including uniform where required.

### **Identification Cards**

- B7.7 Staff and students are issued with identification cards on appointment or enrolment and are required to carry them at all times when on campus. Failure to produce a college identification card, when asked to do so by an authorised member of college staff, may result in the refusal of access to facilities and the inability to record your attendance.
- B7.8 Where appropriate, the college can require a student to provide ancillary visual proof of identity and, in the case of students wearing full head apparel they will be required to show their face to a member of staff of the same sex for confirmation of their identity.
- B7.9 A student may not pass their card to any other person. Use of a card by a person other than that indicated on the front could lead to disciplinary action.

### **CCTV Systems**

- B7.10 The college operates a CCTV system to protect staff, students and members of the public on the campus and in college buildings. In addition to being used for the prevention and detection of crime, CCTV footage may also be used in the course of disciplinary proceedings.

### **Telephone Calls**

- B7.11 Students may not use the college telephone service for incoming or outgoing calls, other than when expressly permitted by an authorised member of staff in connection with a project or placement, except in cases of extreme emergency.

### **Safety Regulations**

- B7.12 The college owes a duty of care to its students and staff and as far as is reasonably practical, seeks to ensure that the college is a safe place to work and study.
- B7.13 Students are required to comply with reasonable instructions from any member of staff of the college and to observe the safety regulations of the college.
- B7.14 Students are required to report all personal accidents to their tutor and to complete an Accident Report Form.

### **College Property**

- B7.15 Students will be held liable for damage to college property and may be held responsible collectively for damage not traceable to an individual.

### **Illegal Drugs**

- B7.16 The college takes all reasonable measures within its powers to discourage the use of illegal drugs amongst its students.
- B7.17 Students are reminded that possession of illegal drugs is a criminal offence and that possession with the intent to supply is a more serious offence. It is also an offence to permit illegal drugs to be used on one's premises; thus, the college would break the law if it permitted proscribed drugs to be used on the premises under its control.
- B7.18 The college will inform the police of any student found to be using or in possession of any illegal drug (including cannabis) in any college owned or managed premises.

### **Alcohol**

- B7.19 Students must report for studies, and remain throughout the working day, in a fit and safe condition to undertake their duties and not be under the adverse influence of alcohol.
- B7.20 Students must not consume alcohol, drugs or other intoxicating substances during timetabled



studies if doing so is likely to adversely affect the performance of their studies. Exceptions apply to drugs prescribed for the individual or over-the-counter medicines used for their intended purpose (in accordance with the instructions given by the prescriber, pharmacist or manufacturer) and where the safety of the individual or others with whom they come into contact is not compromised.

### **Noise Disturbance and Games**

B7.22 The creation of disturbances or an obstruction is forbidden. Disturbances include the ringing of mobile telephones in lectures/tutorials, laboratories, open access rooms and the library. The library is a place for scholarly activity and study.

B7.23 The playing of ball games within the Site must be confined to the appropriate sports facilities.

### **Display of Posters**

B7.24 No notices or posters may be displayed or distributed on college premises without due authority.

### **Pointers**

B7.25 Students are strictly forbidden to use laser pointer pens on college premises, unless these are used for legitimate pedagogical reasons.

## **Section 8: Discipline**

B8.1 Any student studying or registered at the college will be subject to disciplinary measures if they are found to be guilty of a breach of Academic Integrity or General Misconduct, as per college policy.

B8.2 The college will take action in cases of General Misconduct where this interferes with the functioning or activities of the college or of those who work or study in the college; or constitutes action which otherwise improperly damages the college or its reputation in a professional or public arena.

B8.3 In particular, the following may constitute general misconduct, whether occurring on college premises or elsewhere:

- Conduct which constitutes a criminal offence
- Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the college or the college's partners
- Obstruction of, or improper interference with, the functions, duties or activities of any student or member of staff of the college, or any visitor to the college.
- Violent, indecent, disorderly, threatening, intimidating, offensive, disruptive or abusive behaviour/language to other students or members of staff of the college, or any visitor to the college.
- Accessing, disseminating or promoting extremist or terrorists' material/information or activities
- Sexual, racial or other serious harassment of any student, member of staff of the college or any visitor to the college
- Popularisation of extremist ideologists, in line with the Prevent Duty.
- Fraud, deceit, or deception
- Theft, misappropriation or misuse of college property, or the property of the college's staff, students, visitors or partners, including computer misuse

- The dealing in or use of illegal or banned substances on college premises
- Misuse or unauthorised use of college premises
- Misuse of fire alarms or other health or safety equipment
- Damage to property of the college, or the property of the college 's staff, students or visitors, caused intentionally or recklessly
- Action likely to cause injury or impair safety on college' premises
- Failure to respect the rights of others to freedom of belief and freedom of speech (as determined by the college's equality and diversity policies)
- Breach of the provisions of any college code, rule or regulation
- Obtaining a place to study at the college through deception
- Failure to disclose a change in a student's DBS (where required by a professional body)
- Failure to disclose personal details to a member of staff of the college in circumstances in which it is reasonable to require that such information be given
- Failure to comply with a reasonable instruction relating to discipline, issued with the principal
- Action in contempt of the college's Student Disciplinary Procedures.

B8.4 The above list is not intended to be exhaustive. In the case of minor offences (such as minor breaches of the college 's regulations, codes of conducts, minor cheating offences), the faculties may use its discretion in invoking a local disciplinary procedure.

B8.5 Where offences are committed on the Licensed premises within the college, the regulations of the License will apply.

## **PART C: REGISTRATION**

### **Section 1: Enrolment**

- C1.1 All students are required to enrol with Birmingham Newman University.
- C1.2 For students undertaking a programme of study where they will be taught both at Birmingham Newman University and at a partner institution, enrolment and induction may also be required at the partner institution.
- C1.3 Students undertaking programmes with franchise partner institutions must register with both Birmingham Newman University and the partner institution.
- C1.4 All full time and part time students entering college at the start of the academic year will normally be required to register for one academic year's programme on initial registration and thereafter to register annually at the beginning of each new academic year.
- C1.5 All students commencing their programme of study at times other than the start of the academic year are required to register as soon as possible with college, and not later than the final date notified by Birmingham Newman University.
- C1.6 If a student withdraws from their programme, they will be liable to pay all or part of the programme tuition fees. A full explanation is provided in the college's Debt Management Policy.
- C1.7 All students will be requested to sign a payment fee acknowledgement letter to this effect. Should a sponsor or employer fail to undertake payment of fees, liability remains with the student.

### **Concurrent and Consecutive Enrolment**

C1.12 A student may only be permitted to register for more than one programme at college to run concurrently under the following conditions.

- both programmes are part time and subject to the agreement of the Programme Leaders

or

- one of the programmes is part time and the other is full time and the declared opinion of the programme leader for each programme is that concurrent enrolment will not detract from the student's performance. All such enrolments must have the formal written approval by the Programme Leader(s) concerned.

or

- the second programme is considered a necessary element for students wishing to follow specific professions.

C1.13 Where one programme provides the accepted entry qualification for a further programme, no enrolment will be allowed on the further programme until the first is successfully completed.

### **Section 2: Duration of Registration**

<b>Programme</b>	<b>Expected duration of Registration</b>	<b>Maximum duration of Registration</b>
Full-Time Undergraduate Degree	3 years	6 years
Direct Entry to Level 6/Top Up	1 year	3 years

C2.1 For students who registered on a programme of study from the start of the 2023/24 academic year onwards, the maximum duration of registration shall be double the expected duration of registration plus one year.

C2.2 Transfer to a new programme of study, where no credits are transferred to the new programmes, registration is set to zero and a new duration of registration commences. Where credits are transferred, the duration of registration continues.

C2.4 Where the duration of registration is longer than the expected duration of registration, there may be financial implications.

### **Section 3: Mode of Study (Full-time/ Part-time)**

C3.1 The University will define, where required, the mode of study for an individual student.

C3.3 All taught students are subject to the same regulations regardless of mode of attendance.

### **Section 4: Recognition of Prior Certificated Learning/Recognition of Experiential Learning (RPcL/RPeL)**

C5.1 Applicants may be admitted with advanced standing to a programme of study provided it is clear they have fulfilled some of the progressions and assessment requirements of the programme of study concerned by earlier learning and experience, and that they will be able, by completing the remaining requirements, to fulfil the outcomes of the programmes and attain the standards required for particular awards. Due rigour is exercised in complying with the requirements relating to the standards of particular awards. For further details refer to the college's RPcL/RPeL Policy.

C5.2 RPcL/RPeL can normally be given for up to 240 credits on an undergraduate (360 credit) degree.

### **Section 5: Student Attendance and Engagement Requirements**

C7.1 The college operates a Student and Engagement Policy. For some programmes, professional attendance requirements may apply, and students must ensure they meet all necessary attendance and regulatory requirements. Failure to meet these attendance requirements may require a student to retake a module or a semester or year of study, which will incur additional tuition fees.

C7.2 If the University, through its monitoring processes, judges that a student is demonstrating insufficient engagement with their studies, the college may institute early withdrawal of the student (i.e. prior to an examination board).

C7.3 All students are expected to arrive in good time for all sessions. If the student is unavoidably late, tutors will try to admit students to the session late. However, there will be cases involving confidential information or health and safety issues which may mean that students will not be admitted late. In this situation a form is completed by the tutor to confirm the rationale for refusing entry. It is the student's responsibility to ensure that they retrieve any work missed as a result.

### **Section 6: Change of Circumstances**

C8.1 It is the responsibility of the student to formally advise Registry of any withdrawal or interruption of study (suspension). Notification to their Head of Subject or Programme Leader is not accepted. Failure to formally advise Registry in writing may have effects on student funding.

C8.2 Students who wish to interrupt or withdraw from their programme of study must complete the relevant form, which can be found in the EDAN.

### **Section 7: Interruption (Suspension) of Study**

C9.1 College may give permission for students to interrupt their studies for up to one academic year, and exceptionally, for up to two years, subject to approval by the Programme Assessment Board. The EDA College and Newman University does not guarantee that the same programme will be available for the student to return to after suspension of studies.

C9.2 In order to apply for an interruption of study, students must fill in the form provided on EDAN and confirm the support of their Programme Leader for this course of action. A hardcopy of the completed form must be provided to Registry.

C9.3 The date of interruption of study will be recorded as the date that Registry receives the completed form. This applies to all full-time students.

C9.4 Students should be aware that they will not have access to the college's internal IT systems during the period of their interruption of study. This includes access to the VLE and EDAN.

C9.5 Students will normally be expected to resume studies at the start of an academic year, although a return at the start of semester two may also be considered, where the programme allows. Students may be required to complete outstanding assessment by resit of any assessment component/s or by retake of modules, as determined by the Programme Assessment Board.

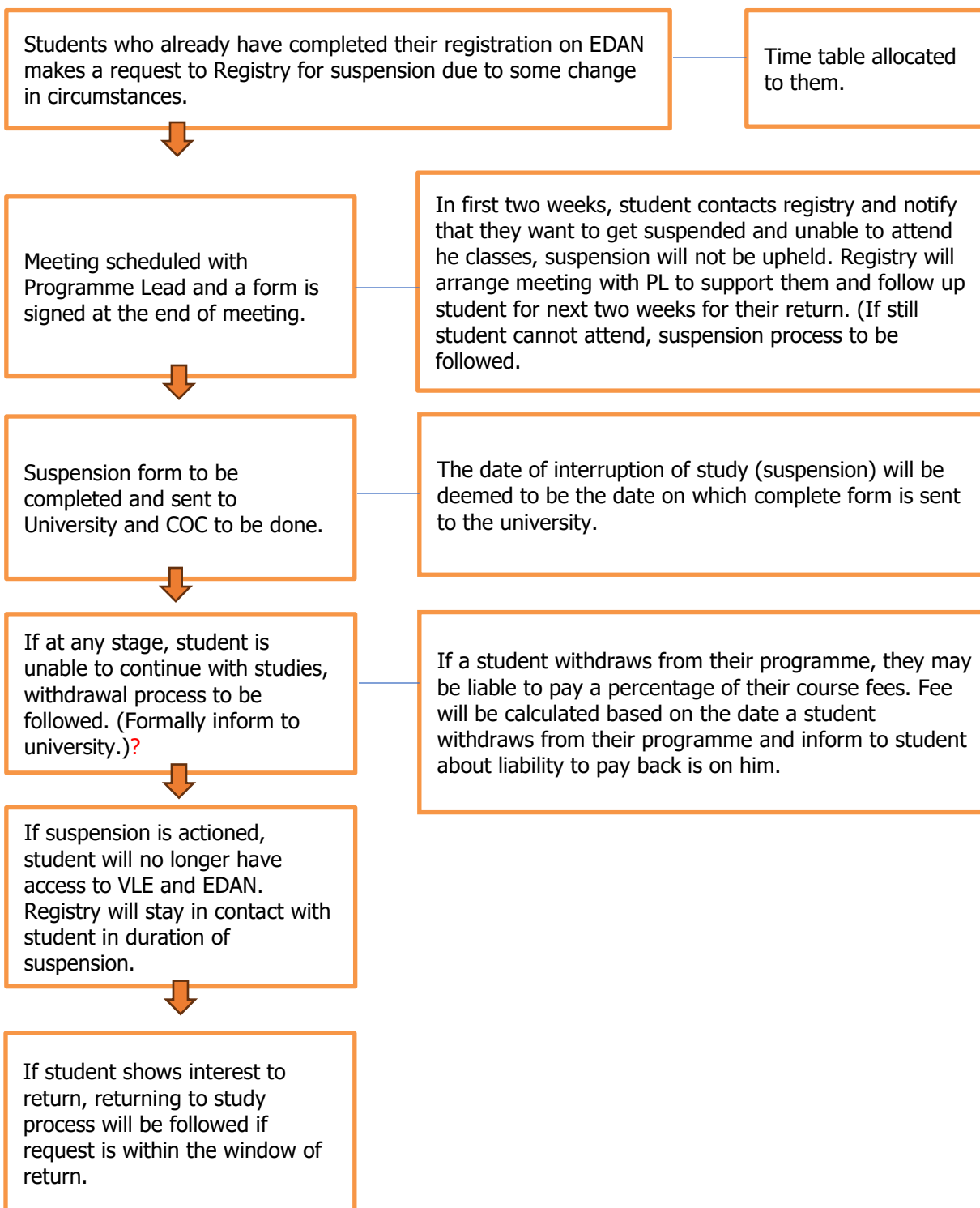
C9.6 A student who is returning from an interruption of study and is on a programme which has professional requirements, must complete any professional requirements before re-enrolment.

C9.7 Students who do not respond to a request regarding their return from an interruption to study will be assumed to have withdrawn and their records closed.

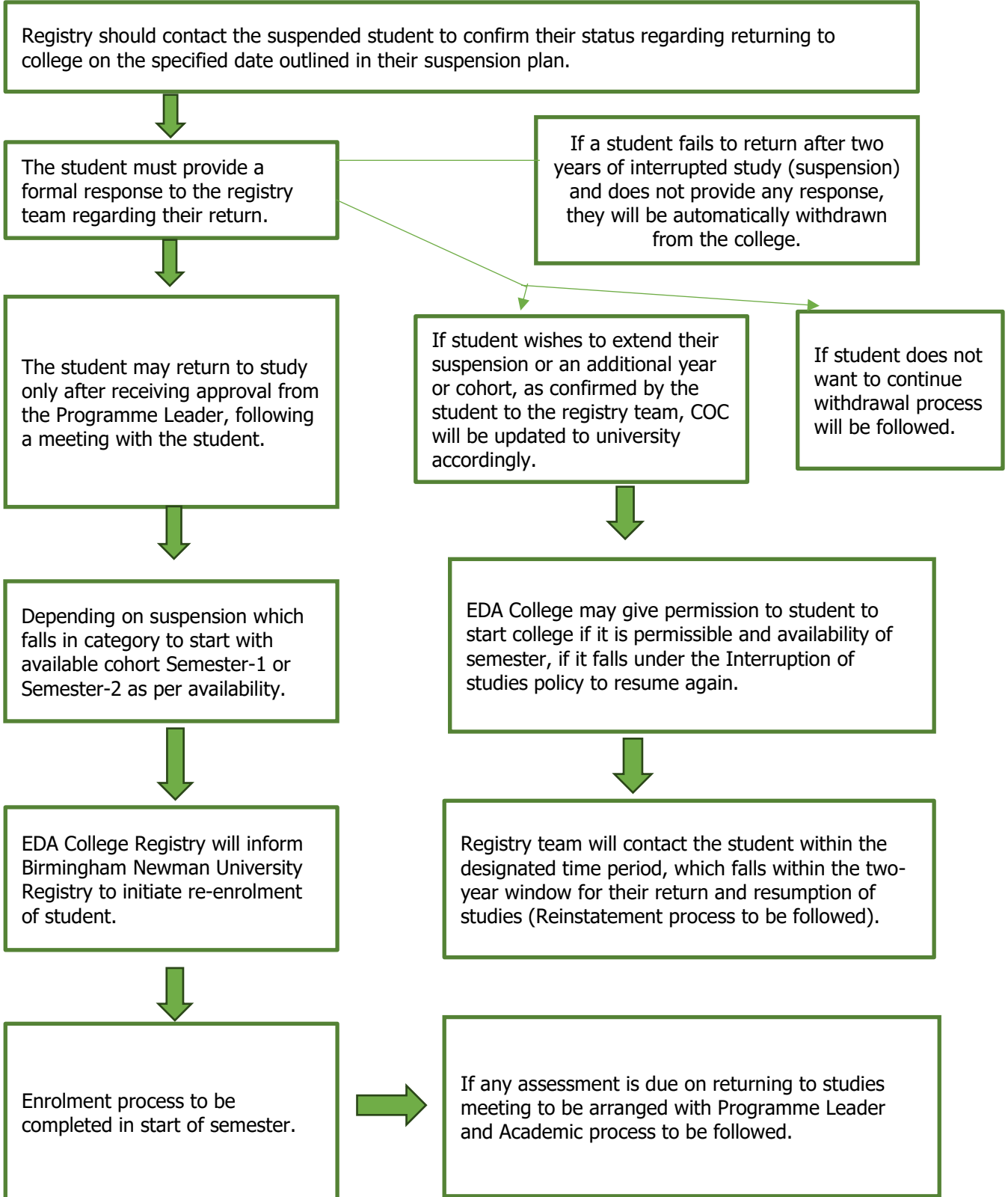
- C9.8 If a student does not return after two years of interrupted studies they will be automatically withdrawn, except in exceptional circumstances.
- C9.9 If a student withdraws from their programme, they will be liable to pay all or part of the programme tuition fees. A full explanation is provided in the college's Debt Management Policy.
- C9.10 Should a student withdraw within the first two weeks of semester one, no payment will be incurred.
- C9.11 Where a student has successfully passed modules and/or levels of their programme they will have their results considered by the appropriate Programme Assessment Board and any exit award confirmed.
- C9.12 In some very rare cases, either relating to Fitness to study, Fitness to Practice or Student Misconduct policies, the college may require a student to be suspended from the college. This is referred to as an Institutional/college Suspension. Such a suspension is provided in a formal communication to the student and normally requires that the student does not enter the campus for the period of the suspension.

## Interruption of Study (Suspension) Process Flowcharts

### Interruption of Study (Suspension) Process



**Returning to Study after Period of Interruption of Study (Suspension)**



## Section 8: Withdrawal from Study

- C10.1 If a student withdraws from their programme, they will be liable to pay all or part of the programme tuition fees. A full explanation is provided in the college's Debt Management Policy.
- C10.2 Withdrawal forms are available on EDAN. Once the form has been submitted to the college, there is an allowance of three working weeks for the student to rescind their withdrawal, should they change their mind, providing no return recording their withdrawal has been made to the funding bodies or in the case of international student visa holders been reported to UK Visa and Immigration.
- C10.3 The date of withdrawal will be deemed to be the date on which Registry receives a completed Withdrawal Form. This applies to all full-time students.
- C10.4 Where a student has successfully passed modules and/or levels of their programme they will have their results considered by the appropriate Programme Assessment Board and any exit award confirmed.
- C10.5 The college monitors attendance and engagement on all programmes of study through a variety of processes including Attendance Monitoring system, registers, the College VLE activity, tutorials and seminars, as well as submission of assessments. If the college, through its monitoring processes, judges that a student is demonstrating insufficient engagement with their studies, the college may institute early withdrawal of the student (i.e., prior to an examination board).
- C10.6 Should a student following withdrawal (by either the student or the University) wish to return to the University they must reapply using the appropriate admissions processes.
- C10.7 Students withdrawn for disciplinary reasons are not eligible to reapply to the college.
- C10.8 Former students, with the exception of those made fail and withdraw for disciplinary issues, may apply but may be interviewed by an appropriate member of academic staff prior to being made an offer of a place.
- C10.9 Any prior credits achieved by the student, either at the college or elsewhere may be taken into consideration for RPcL purposes, if appropriate, for the new programme being applied for.
- C10.10 Students that have been formally withdrawn from their programme of study by the college as the result of a breach of academic integrity who are eligible for an exit award, will not be invited to attend Graduation, unless sanctioned by the principal.



## **Withdrawal Process Flowchart**

If a student wishes to discontinue their studies due to changed circumstances, and after receiving appropriate support still chooses not to continue, they must meet with the registry team. An exit meeting will then be scheduled with Programme Leader to discuss the matter. Upon receiving a formal withdrawal request, the withdrawal process will be initiated.

Once classes begin, students will have a two-week period to cancel their withdrawal request, provided the request is made before or immediately after enrolment.

If a student fails to attend induction, the Registry Team and Student Support Officer will contact them within the first 14 days of classes. If the student formally requests withdrawal or does not attend college, the withdrawal process will be initiated.

If there is no response from the student, they will be considered withdrawn.

If a student returns after the withdrawal process has started and the 14-day grace period has passed, they must reapply and go through the admission process.

If a student attends a meeting with staff and informs them of their return date, the withdrawal process will not be initiated.

EDA College will formally inform the university by completing the withdrawal form, signed by a staff member, and sent to the university to update records.

If a student's circumstances change and they complete the Foundation Year but decide not to continue, an exit meeting will be held with the Programme Leader.

After 14 days of classes, the withdrawal process based on attendance may be initiated, as outlined in the Attendance and Engagement Policy for Active Registered student.

Once Birmingham Newman University (Registry) confirms the withdrawal, a notification will be sent to the student confirming the withdrawal.

EDA will then send the student a Foundation Year Completion Letter (without a credit certificate).

A withdrawn student must adhere to the policies and seek guidance from EDA College. If students owe any public funds, they are responsible for repaying them.

A student who has completed their credit awards may be invited to the awarding ceremony if they have received any notable awards. (after leaving college) This is only after an Awarding Board decision.

If a student is withdrawn due to disciplinary reasons, they are not eligible to reapply. A meeting will be held in the presence of the disciplinary committee (Formal withdrawal).

## **Section 9: Debt Guidelines**

- C11.1 Any student found to be in debt to college (through Tuition fees, Library fines or other debt to college) will be subject to the Finance Office's Debt Management Policy. In applying the policy, the college will at all times seek to be sympathetic to, and understanding of, individual students' financial circumstances. However, for the college to do so, students must engage in dialogue with the University if they are experiencing difficulties.
- C11.2 Action to enforce settlement of debt for outstanding fees and charges will be taken against all current and former students who have failed to engage with the college to find a solution to any outstanding debt, or who have failed to honour agreements to pay.
- C11.3 The college further reserves the right to not invite graduates in debt for tuition fees to the Graduation Ceremonies.

## **PART D: PROGRAMME REQUIREMENTS**

### **Section 1: Programme Information**

- D1.1 All students are given details of their programme/subject relevant to the year they commence with the college, which provides relevant information including any specific requirements.
- D1.2 Information on individual modules is also supplied to students on the VLE, which is accessed through EDAN. The VLE module's pages provide information on assessment, content and deadlines for submission of assignments, as well as resources for the module. This information can also be supplied in Word format for ease of printing or conversion to other formats (such as audio-read or Braille).

### **Section 2: Programme Structure (Honours Degrees)**

- D2.1 All full-time programmes are designed to ensure that, normally students should study 60 credits per semester. However, if an individual student presents a compelling case for an 80:40 split and such a programme of study is possible within timetabling constraints, this may be agreed on an exceptional individual basis.
- D2.2 With the exception of unnamed awards (see table of awards under D3.1), all programmes leading to the award of an Honours degree will normally be named and will be designed on a framework of 120 credits per level.
- D2.3 Each module will be assigned a single designated level. Levels are defined within the [QAA Framework for Higher Education Qualifications](#) as:
- Certificate Level (Level 4) corresponds broadly to year 1 of a three-year full-time honours degree programme or to a Certificate of Higher Education (CertHE)
  - Intermediate Level (Level 5) corresponds broadly to year 2 of a three-year full-time honours degree programme, a Foundation Degree or Diploma of Higher Education (DipHE).
  - Honours Level (Level 6) corresponds broadly to year 3 of a three-year full-time degree programmes with and without Honours, a Professional Graduate Certificate in Education, a Graduate Diploma or a Graduate Certificate.
- D2.4 These levels are recognised nationally and as having equivalency with the European system of credits (The Bologna Agreement) and the Scottish Qualification Framework (see Appendix).

### **Section 3: Pass Requirements**

- D3.1 To be eligible for consideration for an award, a student must have satisfied the following minimum

credits as set out in the table below.

<b>Academic Award</b>	<b>Minimum number of credits to be passed</b>	<b>Minimum number of credits to be passed</b>	<b>Minimum number of credits to be passed</b>
	Certificate, Intermediate & Honours Levels (Levels 4, 5, 6)	Intermediate & Honours Levels (Levels 5, 6)	Honours Level (Level 6)
Four Year ITE Degree with Honours	480 credits	360 credits	360 credits
Degree with Honours (inc. Three Year ITE)	360 credits	240 credits	120 credits
BA General/BA Honours (See Note 1)	360 credits	240 credits	120 credits
Pass Degree (See Note 2)	300 credits	180 credits	60 credits

<b>Academic Award</b>	<b>Minimum number of credits to be passed</b>	<b>Minimum number of credits to be passed</b>
	Certificate, Intermediate & Honours Levels (Levels 4, 5, 6)	Intermediate & Honours Levels (Levels 5, 6)
Foundation Degree (See Note 3)	240 credits	120 credits
'Named' Diploma of Higher Education (See Note 4)	240 credits	120 credits
Diploma of Higher Education	180 credits	60 credits

<b>Academic Awards</b>	<b>Minimum number of credits to be passed</b>
	Certificate, Intermediate & Honours Levels (Levels 4, 5, 6)
'Named' Certificate of Higher Education (See Note 5)	120 credits at Certificate Level or above
Certificate of Higher Education	80 credits at Certificate Level or above
University Certificate	20 credits, usually at Certificate Level (level 4)

D3.2 For undergraduate programmes, students may, at the discretion of the college's/Newman's Programme Assessment Board, take a module at a higher level and use it to 'count down' for completion of a lower level (e.g. taking a level 5 module (in addition to the required 120 credits)

and counting it down to level 4 (for completion of level 4 120 credit requirements).

- D3.3 For Single Honours programmes, a minimum of 360 credits is required (levels 4, 5 and 6) in order to achieve an Honours classified degree.

#### **Section 4: Undergraduate Degree Classifications**

- D4.1 For all students there is a 60% weighting to the level 6 results and a 40% weighting for the results at level 5.
- D4.2 The following degree classification mark bands apply to all first degrees awarded by the University:

<b>Degree classification</b>	<b>Mark band</b>
First Class Honours	70% and above
Upper Second Class Honours	60% - 69%
Lower Second Class Honours	50% - 59%
Third Class Honours	40% - 49%
Pass Degree	(300 credits)

- D4.3 Where the recognition of prior learning (RPcL/RPeL) contributes to the award, the average used will be calculated with respect to only those modules taken and passed with Birmingham Newman University, up to the normal total of 240 credits at levels 5 and 6.
- D4.6 For other Honours programmes at levels 5 and 6 (Intermediate and Honours), the lowest marks for a total of 20 credits are not used (1 x 20 credits or 2 x 10 credits), and the rest of the module marks are averaged at levels 5 and 6.

#### **Section 5: Consideration Rule**

##### **Honours Degrees**

- D5.1 For all students who registered on Honours Degree programmes from the start of the 2019/20 academic year onwards, the following consideration rulings will be applied:
- (i) Should students final overall mark fall into the consideration bands for classification of 48% - 49%, 58% - 59% and 68% - 69%, the following rules will be used to determine which classification is awarded.
  - (ii) For students achieving a final overall mark of at least 68% at levels 5 and 6 overall, and with half of all the credits at these two levels (including the 'capstone' module) at 70% or above a first-class award (1) will be awarded.
  - (iii) For students achieving a final overall mark of at least 58% at levels 5 and 6 overall, and with half of all credits at these two levels (including the 'capstone' module) at 60% or above an upper second-class award (2:1) will be awarded.
  - (IV) For students achieving a final overall mark of at least 49% at levels 5 and 6 overall, and with half of all at these two levels (including the 'capstone' module) at 50% or above a lower second-class award (2:2) will be awarded.

### **PART E: ASSESSMENTS**

#### **Section 1: Assessment Details**

- E1.1 Confirmation of the method of assessment for each module is given in the Module Data Set, along

with other key information relating to the module. This is available for students to view via the Module Information tab on the top of each The VLE course page.

- E1.2 Specific details of assessment tasks will be described on the relevant VLE module course page in the Assignment Brief(s), including details of submission, date and format, word limit and feedback return date.

### **Section 2: Presentation of Work**

- E2.1 Work is expected to be produced on a computer, with the exception of mathematical work, and students each have a personal account on college computer system to allow them to use college computers.
- E2.2 Specific details regarding the presentation of the capstone/dissertation element of a programme, as well as other assignments, such as posters and teaching resources, are included in the relevant Assignment Brief provided on the VLE course page.
- E2.4 Individual arrangements exist for students with specific requirements and will be provided for in exception to these regulations if required. Full details of any special assessment arrangements (reasonable adjustments) must be agreed with an appropriate member of the student support team. Where necessary, this will form part of a Learning Support Plan issued to a student.
- E2.5 Students with dyslexia and other learning difficulties, as recommended by the Inclusion Coordinator, may use the Student Support System of flagging for feedback purposes as agreed by college. This flagging system is available for use with both hardcopy and electronic submissions.

### **Section 3: Word and Time Limits for Written Assessments and Presentations**

- E3.1 Word limits and time limits are to be adhered to as part of good practice and to provide equity. The college *will not mark the over limit sections of any work* has the discretion to not mark the over-limit sections of any work.
- E3.2 In-text references are included in the word limit. Word limits do not include reference lists, bibliographies, cover sheets or appendices (other than those explicitly specified).
- E3.3 The total length of any appendices cannot exceed more than 10% of the length of the assignment, with any exceptions to be highlighted in the Assignment Brief.
- E3.4. For certain mathematical assessments, the number of pages, rather than word limits, will be used due to the inclusion of mathematical expressions, equations and diagrams and charts. This will be clearly stated in the Assignment Briefs for the assessments concerned, along with requirements relating to the presentation of the assignment (i.e., font size and margins).

### **Section 4: Proof Reading for Students**

- E4.1 College policy is that academic staff should not proof-read or give advice which amounts to 'approving' students' work prior to marking, unless, exceptionally, this is part of a formative assessment exercise.
- E.4.2 Staff can provide further clarity in what they are able to consider as part of formative assessment. However, such advice and guidance given to students on their work will not be about grades or even discussion of 'worthy of a pass' but to support the student's development.

### **Section 5: Plagiarism and Collusion**

- E5.1 Students' work is submitted to the Turnitin plagiarism detection service to safeguard against plagiarism and encourage proper use and citation of sources. Once submitted, the work forms a

part of the Turnitin database.

- E5.2 To enable a student to experience submitting an assignment electronically, the front page of College VLE provides an opportunity to submit a 'practice assignment'. This one piece of work will not be stored in the Turnitin database.
- E5.3 All official VLE assignment links created from the Assignment Briefs connect to the Turnitin service and present the student with a Similarity Report. Students can then resubmit if they have time before the deadline. Similarity Reports take approximately 30 minutes to be produced. Tutors will also be able to see the Similarity Report when they mark.
- E5.4 Students need to keep copies of all their work, as they may be required to resubmit their work, for any number of modules, at any time, in order for it to be run through Turnitin.
- E5.5 College defines plagiarism as the use of another person's work or ideas within an assignment without following the conventions for acknowledging sources. This includes the unauthorised use/copying of another student's work. The offence does not require any deliberate intent by the student to be proved but the extent of deliberation involved may affect the nature of the penalty.
- E.5.6 In cases where an individual exhibits poor academic practice through inappropriate use of Generative Artificial Intelligence tools, such as a lack of evidencing their use of the tools, they may be referred to the college's Academic Integrity procedures. Where a student has their case managed through Academic Integrity processes, the level and extent of the perceived offence, along with any previous offences will be considered.
- E5.7 Plagiarism may also be defined as the reuse of work, where the author reuses identical or nearly identical portions of their own work without acknowledging what they are doing by citing the original content; as a result, the author does not let the reader know that this material has appeared elsewhere. This is referred to as self-plagiarism.
- E5.8 Plagiarism and the inappropriate use of Generative Artificial Intelligence are breaches of academic integrity.

### **Section 6: Referencing**

- E7.1 Students are expected to ensure that they use the correct referencing scheme for their subject and where a subject specialism dictates the use of an alternative scheme of referencing this will be published in the relevant College VLE pages.
- E7.2 Poor referencing practice can give an impression of intellectual dishonesty because it is unclear to readers which information has been borrowed from another source, which can result in plagiarism, whether accidental or intentional.
- E7.5 Students will be penalised for plagiarism of either kind at the College. Further information is available on the college's website.

### **Section 7: Submission**

- E8.1 All students, when submitting in any format, are required to confirm that the work submitted is work that they have written/produced themselves. This includes, but is not limited to, written work, scripts, designs, computer code/formulae, digital artefacts and presentations.
- E8.2 It is the responsibility of the student to demonstrate that the work they submit is their own. They must keep electronic copies of their work as well as all drafts and notes.
- E8.3 All completed work, drafts and notes should be kept until full formal completion of studies (i.e. Graduation) and the college may request a student's marked work from any year of their

programme at any time during their studies. Students are advised to keep any work completed but not handed in.

- E8.4 A student may be set a new resit task, even if mitigating circumstances are accepted.
- E8.5 Coursework requires the relevant student number on it, but not the student's name. Where possible all submitted work at Levels 5 and above is marked anonymously.
- E8.6 **Students must not submit the same work (or elements thereof) for more than one assessment item, which is not acknowledged through citation. This is deemed to be self-plagiarism. Any such submissions will be marked as zero and entail an automatic failure of the assessment concerned.**

#### **Submission Dates**

- E8.7 All pieces of coursework are set with a date and time by which they must be submitted by electronic as advised in the assignment brief.
- E8.8 It is the student's responsibility to make sure that the deadlines are met in a timely fashion, allowing time for practicalities such as, but not limited to, submission timing and generating a Turnitin Similarity Report.
- E8.10 **The deadline for handing in assignments is 12 noon on the date advised for the module. Students are advised to submit at least 15 minutes before the deadline.**
- E8.11 No submission dates are normally set in the period noted as Christmas closure on the college's semester dates calendar.
- E8.12 Staff may set assessment dates on the Monday, Tuesday or Wednesday of the first assessment week (noted as exams) in January. The same rule will apply to the Easter holiday as noted on the college's semester dates calendar.
- E8.13 No initial submission date (i.e. not including extensions) is normally set that falls beyond the end of the second semester for any full-time student, unless exceptionally approved by the Chair of Principal.
- E8.15 Work submitted up to seven calendar days late of the submission date will, if deemed a pass, have 5 marks deducted from the mark awarded, or receive, if the mark is 45 or less, a maximum mark of 40% for undergraduate programmes. Tutors should include the full mark and Assessments will amend the mark as above
- E8.16 No work will be accepted for submission, without an authorised extension, if it is more than a week late and therefore will be recorded as a 'non-submission'.
- E8.17 **There is no late submission allowance for extensions, resits, mitigating circumstances or modules where a pass/fail mark is recorded.**
- E8.18 Any submissions attempted after the notified date will be recorded as non-submissions and will automatically receive a failure for that component.
- E8.19 Students with agreed Individual Learning Plans (ILPs) or Reasonable Adjustment Plans (RAPs) cannot submit late, that is beyond the dates agreed in their plans.
- E8.20 Where a student submits an assignment or sits an examination and fails the module, no resit fees are normally payable.
- E8.21 Students who believe they have valid reasons for non-submission are advised to use the Mitigating Circumstances Process.

## **Section 8: Electronic Submission**

E9.1 Electronically submitting a file implies acceptance of the following statement:

*'I understand and accept that, in accordance with the college Academic Regulations, my work may be submitted to the Turnitin® web-based plagiarism detection service and form part of the Turnitin® electronic database.*

*I declare that this assignment, submitted in line with college Assessment Requirements, is my work, except where stated otherwise in accordance with recognised practice. I also confirm that this work (in whole or in part) has not been presented for marking on any previous occasion.'*

E9.2 When the submission deadline is reached the assignment remains open for seven days after the deadline for lates

E9.3 Proof of submission will be recorded in the College VLE assignment; an email receipt of submission is issued to a student.

E9.4 No second or subsequent submission after the deadline will be allowed (after the seven days).

E9.5 Students are advised that, in exceptional circumstances, if agreed by the Module Leader, instead of submitting electronically, they may submit a hard copy through the Registry Office.

## **Section 9: Exceptional Hardcopy (non-electronic) Submission**

E10.1 All hardcopy (non-electronic) [coursework](#) should usually be submitted to the Registry Support Team. The Student Helpdesk is normally open from 9am to 5.00pm, Monday to Sunday.

E10.2 **The deadline for handing in assignments is 12 noon (time is taken from the college computer system) on the date advised for the module.** Students are advised to submit at least 15 minutes before the deadline.

### Presentation in Assessment

E10.3 Standard English, including spelling and grammar, is expected (even where English is not a student's first language) and use of abbreviation and note forms is not accepted.

## **Section 10: Group Assessment**

E11.1 If students are undertaking presentations in groups, the Module Leader is expected to give them sufficient class time to prepare, since students may not all be in a position to see each other outside classes.

E11.2 If the assessment is a group one, there should also be provision for students to be given individual grades.

## **Section 11: Marking**

E12.1 Marking (assessment) criteria for individual modules are provided in detail in the Assignment Brief(s).

E12.2 The pass mark for a module at levels 4, 5, and 6 is 40%.

E12.3 A student who has not formally withdrawn from a module but who does not submit the required coursework by the given deadline will be recorded as 'Non submission' for any coursework. This will count as a failed attempt.

E12.4 Students are expected to ensure that they are available to submit any resit tasks or resit examinations during the prescribed reassessment period, as required by the relevant Programme



Assessment Board. Failure to do so will result in a recording of non-submission failure at the next Programme Assessment Board.

### **Anonymous Marking**

- E12.5 For written assignments and at levels 5 and 6, the student participant number is the only identifier used, allowing college to operate an anonymous marking process (with the exception of dissertations). However, tutors may need to signal to individual students the need for additional support and may request student identity at that point in order to contact the student.
- E12.6 The anonymous marking process does not operate in those level 4 programmes where the assessment does not contribute to the degree classification.
- E12.7 It is recognised that there are certain types of assessment and reassessment for which it is impractical to operate anonymous marking. This applies to individual and group presentations, practical assessments, work and school placements, dissertations and electronic resits (resits of assignments where the original submission was online).

### **Second Marking and Double Marking**

- E12.8 Second marking is the process by which a piece of work is marked by a first marker and a second marker considers the work after the first marker and adds their comments. If there is a disagreement about the mark, the two markers meet to agree the final mark.
- E12.9 Double marking is the process by which a piece of work is marked by two markers, where neither marker is aware of the other's assessment decision in formulating their own mark. After which they together agree a final mark (or marks) for the purpose of classification.
- E12.10 "Live" assessments may be attended by a second lecturer in the room throughout the presentations who is also assessing the work or may be videoed and marked by a second lecturer afterwards.
- E12.11 The college uses both double and second marking.

### **Section 12: Moderation**

- E13.1 The purpose of moderations is to confirm that the range of grades awarded by the marker is appropriate. It is distinct from independent marking by two members of staff (double marking), a practice used for the marking of projects and dissertations (unless required by a professional body).
- E13.2 Internal moderations is required at all levels, including work which has been second marked or double-marked.
- E13.3 External moderation (through the use of External Examiners) is required at those levels which contribute to the award classification (e.g. levels 5 and 6 for all Degree programmes and levels 4 and 5 for all Foundation Degree programmes). Samples of coursework and examinations scripts are made available to External Examiners for each module.
- E13.4 Internal and external moderation also takes place for those modules that contribute to a Foundation Year programme.
- E13.5 If coursework is sent to for external moderation, students may still be given their provisional mark. Students should note that all marks are provisional until confirmed by the Programme Assessment Board and agreed by the External Examiner for the programme/course/subject.

### **Section 13: Return of Work**

- E14.1 The college operates a target of a three-week turnaround time, (similar targets are also operated for college students studying at partner institutions), and therefore the majority of work submitted should be ready for return to students three weeks after the deadline for submission set. This target does not apply to work submitted late or work submitted with an extension.
- E14.2 In some cases where there are a large number of scripts, tutors may agree a longer turnaround time with the students concerned.
- E14.3 College actively monitors the time taken to return work to students and sets targets for staff. Reports on the targets by course and programme are presented each semester to the college and results compared to previous years.
- E14.5 For students at level 4 only, assessed work may be returned through a form of personal contact, usually during module sessions.

### **Section 14: Academic Integrity**

- E15.1 It will be regarded as a breach of academic integrity for any student to commit an act whereby they seek to obtain for themselves or for another student, an unfair advantage, as detailed in the college's Student Academic Integrity Policy and Processes.
- E15.2 Academic misconduct will be taken to include:
- (i) impersonation of another candidate or knowingly allowing another candidate to impersonate them;
  - (ii) copying or communicating with another candidate in a formal, timed examination;
  - (iii) introducing into an examination room any unauthorised aid or sources of information;
  - (iv) fabrication of the results of work which the student claims to have undertaken (for example experiments, interviews, observations or other forms of research and investigations) which they have not carried out or results which they have not obtained;
  - (v) undertaking research without ethical approval, not adhering to the parameters given ethical approval, not securing informed consent in the manner set out in the student's ethical approval application;
  - (vi) colluding with others to present work which is not their own (including the commissioning of work, for example, through the use of essay mills);
  - (vii) plagiarism or otherwise misrepresentation of their participation in and responsibility for any material submitted for assessment.
- E15.3 Collusion is defined as unauthorised co-operation to gain an advantage. This may occur where students have collaborated on a piece of work which is then submitted as an individual effort or where one student has allowed another to use their work. In the latter case, both students may be found guilty of a breach of academic integrity.
- E15.4 Commissioning is defined as the requesting and/or purchase of a piece of work from a third party and the submission of this work (in whole or in part) for assessment as the work of the student. The college views this as an extremely serious offence which will attract a severe penalty.
- E15.5 An essay mill is a business where customers pay for a custom essay writing service. It is an academic offence to submit any essay received this way, whether the content is a piece of original writing or plagiarised from elsewhere.

- E15.6 College defines plagiarism as the use of another person's work or ideas within an assignment without following the conventions for acknowledging sources. This includes the unauthorised use/copying of another student's work. This also includes internet sources and any other form of paper or electronic medium. The offence does not require any deliberate intent by the student to be proved but the extent of deliberation involved may affect the nature of the penalty.
- E15.7 Plagiarism may also be defined as the further use by a student of identical or nearly identical portions of their own work for a further/new assessment, without acknowledging what they are doing by citing the original content. This is referred to as self-plagiarism.
- E15.8 Students' work is submitting to the Turnitin plagiarism and collusion detection service and forms a part of the Turnitin database.
- E15.9 It is the responsibility of the students to demonstrate that the work they submit is their own. They must keep electronic copies of their work and are advised to keep all drafts and notes.
- E15.10 In addition to breaching any of the above regulations, all students are reminded that further disciplinary regulations exist relating to behaviour within the confines of Student Disciplinary Procedures.
- E15.11 Reasonable behaviour is also expected in classes, all direct contact sessions and in the VLE (such as discussion boards, blogs and wikis). Such reasonable behaviour is expected to include silence when others are speaking; mobile phones, recording devices and other electronic devices to be turned off during all sessions and seeking permission before consuming food or drink within sessions.
- E15.12 Misconduct also includes conduct on placement, school experience, field trips, visits and any other circumstances where it may be considered that the student is representing college.
- E15.13 Specific conduct requirements are also included in school experience settings and further details including *'the cause for concern'* process are included in the relevant programme and module handbooks.
- E15.14 Conduct requirements for work placements are advised in the relevant module details and, where appropriate handbook and by the Programme Leader.
- E15.15 College's regulations will normally apply in respect of alleged misconduct or conduct likely to bring college or its reputation into disrepute.
- E15.16 college reserves the right to take disciplinary action against a student in respect of any misconduct wherever it may have taken place when it is considered necessary to protect the interests and reputation of college, its staff or students.
- E15.17 As with all other issues of discipline, cases of plagiarism and cheating will go for judgment of guilt or innocence and imposition of a penalty to the Disciplinary Committee. However, some special considerations apply.
- E15.18 Any apparent irregularity occurring in a unit of assessment should be reported to the Assessments Team as soon as possible, with a duly completed plagiarism notification form submitted. Cases may be considered by the College Principal.
- E15.19 If plagiarism, copying or collusion is suspected by a tutor, a plagiarism notification form is duly completed by the tutor including necessary supporting documentation (such as the original sources plagiarised). Only in exceptional circumstances will a Turnitin report **alone** be accepted in support of a notification.

## **PART F: EXTENSIONS AND MITIGATING CIRCUMSTANCES (INC. ILPS AND RAPS)**

### **Section 1: Extensions**

- F1.1 Students unable to hand work in on time may request an extension. Extensions can normally only be granted if the request is made before the due date for the assignment. However, extensions may be agreed up to one week after the due date, in exceptional circumstances and where relevant evidence is provided.
- F1.2 Extension requests must be authorised by one of the relevant Academic Support Officer, or Programme Leader, or in the case of Foundation Degrees, Foundation Year and the relevant Programme/Course Coordinator. In exceptional circumstances the Academic Support Advisors can authorise extension requests if the Academic Professional Tutor, Programme/Course Coordinator is unable to do so.
- F1.3 The college's Mental Health Advisor are also permitted to grant extensions in those cases where the extension relates to a mental or physical health condition, subject to agreement by the Mitigating Circumstances Panel. They may also consider amendments to an agreed date within a Reasonable Adjustment Plan (RAP) already granted (subject to the provision of additional evidence).
- F1.4 Extensions will not normally be granted for the following:
- i. Computer failure
  - ii. Pressure of work
  - iii. Number of deadlines close together
  - iv. Unaware of the submission date
  - v. Unaware of closing times for Registry
  - vi. Unaware of the Drop Off Box facility
  - vii. Holidays
  - viii. Weddings.
- F1.5 Extensions cannot be granted for examinations
- F1.6 Extension requests should be supported by relevant evidence of the circumstances which have affected the student's studies. This may be provided at the time of the application, or at a later date which has been agreed with the officer considering the request; to be no later than the extended deadline.
- F1.7 Students with disabilities (including Specific learning Difficulties) and long-term health conditions) should apply in the usual way via the extensions application link but will not need to provide evidence each time they apply if they have disclosed this information previously. They will be encouraged to disclose and issues at the beginning of their first semester.
- F1.8 Students are trusted to act honestly when self-certifying an illness, but should a student make repeated extension requests based on self-certificate, medical evidence may be required before the request can be authorised. For health conditions which are long term in nature, students are expected to provide up to date medical evidence to support extension requests but may be permitted to self-certify for the first episode of such a health issue.
- F1.9 Where the student wishes to apply for a longer extension due to ill health, a letter should be

provided from a medical professional or print out of patient record. This should provide a diagnosis of an illness/medical condition or if such a diagnosis is not yet available, details of the further investigations and/or any initial treatment proposed.

- F1.10 Where providing supporting evidence is challenging, the Academic Support Advisor/Academic and Professional Tutor are required to confirm that they have discussed the circumstances with the student and that the information given in support of their claim is verified.
- F1.11 The total maximum extension that may be granted for any piece of work is three weeks\* from the original submission deadline, but extensions will only be granted for the minimum time necessary for the work to be completed by the circumstances. If a student requires longer than this, a mitigating circumstances application should be considered instead.
- F1.11 Submissions with extensions should be submitted in the format stated in the Assignment Brief.
- F1.12 Any extension agreed after the published submission deadline is also subject to the following requirements:
- i.No more than two items may be given an extension (no more than one item if the student holds a RAP.
  - ii.No more than three weeks extension may be granted, except for ILPs and RAPs.
  - iii.Students will be required to confirm their progress on the items concerned
  - iv.Students must demonstrate why the extension is needed and why not requested prior to the submission deadline.
- F1.13 Extensions may not normally provide a submission date beyond the end of the second semester. For submission deadlines after the end of specified semester dates, extensions may not be offered, and if given, no guarantee can be offered of consideration of the relevant results at the end of semester Programme Assessment Board.

#### **Requesting an Extension**

- F1.14 For all other students, an application should be made to the College or by meeting with an Academic Support Officer.
- F1.15 Where the Academic Support Officer are not available, extension requests will be considered by the Programme Leader, unless the student has indicated on their application that they do not agree to this.
- F1.16 Any extension requests that cannot be directed to the Programme Leader will be considered by the Academic Support Advisor Manager on a weekly basis.
- F1.17 Foundation Year students may make their extension request to one of their tutors during the first semester. During semester two, requests should be made via The VLE or by meeting with an Academic Support Advisor.
- F1.18 If the application is agreed and the submission is via a College VLE Assignment submission, then the VLE submission link will automatically be updated to the extended deadline so that students may submit via the link any time before the new deadline. The marking tutor will also see the revised deadlines on the College VLE. If the submission is by another other means, the person authorising the extension will contact the eLearning Department to make the change to the deadlines if that is possible. If not, then an alternative assessment will be set by the Module Leader.

- F1.19 If the submission is to the Registry Team, the student will need to submit to Registry a copy of the extension authorisation (signed extension form or email confirming new submission dates) with their work, before the new submission deadline.
- F1.20 If an extension is granted, the late submission rule does not apply. Any work given an extension date but submitted after that date will be considered a failure.
- F1.21 Resit dates are not eligible for extensions. Students who are unable to meet a resit deadline should consider whether they request a deferral or apply for mitigating circumstances.
- F1.22 For students with a RAP an extension may be requested if it is not related to the agreement made originally for the RAP. If the circumstances for requesting the extensions are new and entirely unrelated, an extension be given.
- F1.23 To request any changes to the submission deadlines related to the circumstances for which the RAP has been put in place, students must contact the Mental Health Advisor to request that the RAP is amended.
- F1.24 Module tutors will endeavour to mark assignments before the end of the current semester where possible. Students with ILP, RAPs and extensions after the semester assessment period should be aware that the three-week turnaround period for the return of coursework may not apply.

## **Section 2: Mitigating Circumstances**

- F2.1 Mitigating Circumstances which may have affected a student's overall performance or performance against particular components may be taken into consideration by the Programme Assessment Board (on the recommendation of the Mitigating Circumstances Board).
- F2.2 Students who wish to have circumstances taken into account must submit a Mitigating Circumstances application form together with supporting evidence to the Assessments Team.
- F2.3 If mitigating circumstances is granted the student is allowed to submit the assessment during the next resit period. This is called a 'Resit without Penalty', which means the assessment is not capped at 40% for undergraduate programmes unless the student has a prior non-submission, failure, or capped resit from an Academic Integrity Panel finding. The Mitigating Circumstances Board will consider requests for a 'Resit without Penalty' following an earlier non-submission or failure, in exceptional circumstances, and were supported by appropriate evidence.
- F2.4 **Resits with, or without, penalty is not eligible for extensions. Resits with, or without, penalty is not eligible for the late submission allowance.**
- F2.5 If a student wishes the Programme Assessment Board to know of any circumstance which they think may affect their examination performance or coursework, they must do so using the formal Mitigating Circumstances application form, and no later than 28 days after the date due for the assessment concerned, including relevant supporting evidence. If a student's exceptional Mitigating Circumstances prevent them from applying within this 28-day timescale, they must explain this on their application, and the Board will consider whether Mitigating Circumstances can be applied.
- F2.6 The college normally expects that students, who submit work to be assessed, attend presentations and examination or any other form of assessment, be deemed to have considered themselves fit to be assessed. Consequently, it is normally expected that any mitigating circumstances application is made either before or as soon as possible after the assessment affected is due.
- F2.7 If mitigation is sought after the outcome of assessment is reported to students, it is normally expected that they may only apply for mitigation if they can demonstrate why they could not have

reasonably made their submission before.

- F2.8 In those exceptional circumstances where mitigating circumstances are granted for an assessment already submitted due to 'fit to submit' issues, the original submission will be marked as zero and the student will be allowed the opportunity to submit for an uncapped mark at the first resit opportunity. The work for the original submission cannot be resubmitted.
- F2.9 If a student presents significant Mitigating Circumstances a recommendation may be made and approved by the Mitigating Circumstances Board of an Individual Learning Plan (ILP) or Reasonable Adjustment Plan (RAP) to be agreed by the Programme Leader and student concerned. Suspension of studies may also be recommended in these cases. Such agreements must be made using the relevant form from the Assessment pages of the Intranet and should include deadlines for submission of work. The signed agreement is then formally approved and noted by the Mitigating Circumstances Board.
- F2.10 A student who already has a RAP, or RAP by proxy, may only use the mitigating circumstances process for circumstances other than those already used to grant the RAP.
- F2.11 Mitigating circumstances are considered by the Mitigating Circumstances Board and are undertaken in such a way as to ensure confidentiality.
- F2.12 At the Programme Assessment Board, if mitigating circumstances have been approved, an 'M' will be shown against the relevant module on the transcript.
- F2.13 In considering mitigating circumstances relating to school experience or other professional placement, the Mitigating Circumstances Board may inform the student that it will be necessary to inform the Programme Leader, particularly if the mitigation is related to a health issue.
- F2.14 Submission of mitigating circumstances forms and evidence does not guarantee their acceptance.
- F2.15 All students are required to complete all assessments and therefore mitigating circumstances can provide students with a fresh opportunity to complete their assessment at a later date (a 'resit without penalty').
- F2.16 Submissions of assessment components with ILPs, RAPs and other Mitigating Circumstances should be submitted in the format stated in the Assignment Brief.
- F2.17 Students with short-term difficulties are advised to seek advice from the appropriate sources, or, through the extension processes, apply for an extension of up to three weeks\*. Information about extensions can be found on earlier in this document.
- \*The maximum extension that may be granted for students enrolled on programmes with Professional, Regulatory and Statutory Body requirements in Nursing, Physiotherapy and other formally accredited health programmes is one week, due to the requirements of the accrediting bodies.**
- F2.18 If work is more than one week late, it will not be accepted, without an online extension application and therefore will be recorded as a 'non-submission'.
- F2.19 If a student is not able to submit work within an extension, or they miss a deadline or examination, the student should submit a Mitigating Circumstances form complete with the necessary supporting documentation.
- F2.20 Decisions of the Mitigating Circumstances Board are recommended to the Programme Assessment Board. The student has a right of appeal against the decision of the Programme Assessment Board, except where they have already accepted any award which has been offered.

- F2.21 If a student presents significant Mitigating Circumstances a recommendation may be made and approved by the Mitigating Circumstances Board of an ILP or RAP to be agreed by the Programme Leader and student concerned. Such agreements must be made using the relevant form from the Assessment pages of the College Intranet and should include deadlines for submission of work. The signed agreement is then formally approved and noted by the Mitigating Circumstances Board.
- F2.22 Requests to retake a module or year of study can also be requested through the Mitigating Circumstances process.

### **Section 3: Individual Learning Plan (ILP)**

- F3.1 Alongside a mitigating circumstances application, a student may also submit an ILP. The ILP is an opportunity for the student and Programme Leader to consider an appropriate timeframe where the student has multiple assessment deadlines or where the student needs support with their time management.
- F3.2 An Individual Learning Plan (ILP) is a formal, negotiated agreement that provides the means by which deadlines for coursework and other non-examination items of assessment can be submitted at a different time from that published or required for the student cohort as a whole. Such deadlines are agreed by the Programme Leader, with the student. An ILP can be applied to an examination, however the date of the examination cannot be moved, instead the student is permitted to take the examination during next resit period instead of on the original date.
- F3.3 Examples of situations which may be considered appropriate for an ILP include long term treatment for illness or infirmity with a definable end date, where it is appropriate for the student to continue their studies, or unavoidable circumstances which may impede meeting certain deadlines, but which have a definable end date.
- F3.4 ILPs will not normally be granted in cases of divorce/partnership breakdown, financial difficulties or short-term illness, for which students should use the Mitigating Circumstances Process.
- F3.5 ILPs will also not normally be granted in cases where a student's difficulties are felt to be ongoing, for which the standard Mitigating Circumstances Process should be used.
- F3.6 Disabled students would normally use the Reasonable Adjustment Plan process.
- F3.7 A student wishing to discuss applying for an ILP, should contact their Personal Tutor / Academic Support Officer. An ILP can be drafted and appended to a Mitigating Circumstances application for consideration or be a recommendation following successful application to the Mitigating Circumstances Board.
- F3.8 Once an ILP has been formally agreed by the student and Programme Leader, and approved by the Mitigating Circumstances Panel, no further extensions to the deadlines detailed on the ILP can be made.
- F3.9 If an ILP is due to a student transferring between programmes and/or courses, such requirements must be included in the completed and authorised transfer form. The ILP can only be implemented once the student has an agreed Mitigating Circumstances application.
- F3.10 The Mitigating Circumstances Panel will consider the most appropriate course of action for the student and that this will not always be the agreement to an ILP.
- F3.11 The Programme Assessment Board may also, due to the number of failures, recommend that the student must suspend their studies or is failed without the opportunity to re-sit with mitigation. The Mitigating Circumstances Panel may recommend that a student to suspend their studies and



will only consider the use of an ILP where suspension can be shown to be detrimental to the student's studies.

- F3.12 Whilst it is not possible to submit resits on dates other than the college's defined Resit dates, students may additionally use the agreed ILP to specify the future resit dates that they will submit resit components. Resits must be evenly split between the remaining resit dates. If a student doesn't submit at these agreed resit dates this will be recorded as a non-submission.

#### **Section 4: Reasonable Adjustment Plan (RAPs)**

- F4.1 Where a student falls under the definition of disability according to the Equality Act 2010, the college will consider any reasonable adjustments which may be required to enable them to access learning and services on an equal basis with other students. It may be necessary to make some adjustments to assessment deadlines or exam arrangements.
- F4.2 A Reasonable Adjustment Plan (RAP) is a formal, negotiated agreement designed to support a student with an unstable / degenerative, chronic physical or mental health condition. Reasonable Adjustments Plans are a planned way of supporting and assisting students with ongoing health issues and empowering them to complete their studies as far as possible.
- F4.3 Reasonable Adjustment Plans are not retrospective and do not allow for work already submitted and assessed to be reconsidered.
- F4.4 Reasonable Adjustment Plans are defined for one academic year from September to August.
- F4.5 Where a student has more complex needs, a Learning Support Plan may be drawn up with the student, more fully outlining the arrangements in place.
- F4.6 Where a student is the main carer for an individual with disabilities which require high levels of personal support/care, or where a student is caring/supporting an individual with a chronic/life limiting illness, a student may apply for a Reasonable Adjustment by Proxy.
- F4.7 All applications must be made to the Mitigating Circumstances Board and supported by relevant documentary evidence.
- F4.8 If a student needs any reasonable adjustments or special arrangements to be made to enable them to complete assessments or examinations, these should be discussed with the Inclusion Coordinator or Welfare Officer.
- F4.9 Subject to completion of a disclosure agreement, information about suitable arrangements will be shared with academic departments and other services. The level of disclosure to be made to any individual involved will be determined, where possible, by agreement with the student concerned in discussion with the Inclusion Coordinator or Welfare Officer.
- F4.10 Students with a RAP may apply for extensions under grounds not related to their RAP. Students with a RAP cannot normally apply for extensions using the grounds under which their RAPs were granted. Where a student holds a RAP, but seeks an extension to an agreed date, where they are able to provide additional evidence, the Inclusion Coordinator or Welfare Advisor may, approve the requested extension.
- F4.11 There are two ways for a student to receive a RAP. The student may approach Student Support to discuss a RAP. Alternatively, the Mitigating Circumstances Board can recommend that the student meets with Student Support.
- F4.12 The student will be asked to complete a disclosure form, to enable relevant information to be shared with those who will be responsible for implementing any adjustments or special

arrangements, such as Module Leaders, the Assessments Team, or those involved with placements (including professional experience modules) including the work-based mentor.

- F4.13 Students should note that if they choose not to disclose a condition, the University/placement may not be able to make appropriate adjustments.
- F4.14 The Inclusion Coordinator will liaise with the relevant Programme Leader to seek their formal agreement and advice on necessary changes to dates and the agreed changes will then be submitted to the Mitigating Circumstances Board for information. The Assessments Team are notified by the Inclusion Coordinator via the Intranet.
- F4.15 In the case where a student has a degenerative or unstable condition, changes may need to be agreed to the support given at short notice. Such changes should be processed as an amendment to the student's Reasonable Adjustment Plan.
- F4.16 For students who have had a RAP implemented in a prior academic year of their current Programme of study, a RAP/RAP by Proxy can be agreed for subsequent years of the same Programme without the student needing to first apply for Mitigating Circumstances. Assessments will check that the student is recorded on University Inclusion records, and that a RAP/RAP by Proxy was agreed in the prior academic year, prior to implementing the new RAP.
- F4.17 Whilst it is not possible to submit resits on dates other than the college's defined Resit dates, students may additionally use the agreed RAP/RAP by Proxy to specify the future resit dates that they will submit resit components. Resits must be evenly split between the remaining resit dates. If a student doesn't submit at these agreed resit dates this will be recorded as a Non-submission unless a revised RAP is agreed.

#### **Section 5: Electronic Submissions with an ILP or RAP**

- F5.1 Once the Assessments Team have received the documentation, the deadline on the College VLE Assignment is edited by Assessments. The student will see the new deadline on their College VLE and the Assignment Brief available on VLE. The marking tutor will also see the revised deadline when they open the assignment to mark the regular submissions.

#### **Section 6: Confidentiality**

- F6.1 Though exact details of actual meetings are generally never shared; students should be aware that the records kept may be discussed at the Mitigating Circumstances Board and go on to inform and contextualise decisions about a student's progression.
- F6.2 A student must inform the Tutor or Personal Tutor or the Academic Support Officer, Programme Leader/Course Coordinator if they do not wish their details to be used in this way.

#### **Section 7: General Assessment, inclusive of Assessment for Disabled Students**

- F7.1 The Equality Act (2010) requires that reasonable adjustments (also known as accommodations) are made by academic institutions to ensure that disabled people have equal opportunities to fully participate in and benefit from the learning and services available. It places a duty on public bodies (which includes Higher Education institutions) to actively promote equality of disabled students and to review policies, procedures and practices to ensure that they do not discriminate.
- F7.2 The aim of disability legislation is not to create lower standards or privileges, but to enable students to participate on an equal basis and to demonstrate their ability and potential.
- F7.3 The UK Quality Code, Part B: Assuring and enhancing academic quality, chapter B3 Learning and Teaching, states:

'Equality of opportunity involves enabling access for people who have differing individual requirements as well as eliminating arbitrary and unnecessary barriers to learning. In addition, disabled and non-disabled students are offered learning opportunities that are equally accessible to them, by means of inclusive design, wherever possible, and by means of individual adjustments wherever necessary.

Programmes and courses are required to ensure wherever possible that their learning, teaching and assessment practices are inclusive and accessible to all students and where this is not possible, to consider or propose a suitable alternative assessment item and to provide such an alternative to any student either deemed through recognised disability or demonstrative circumstances to warrant it, or may include such elements as Dictaphones, a scribe, additional time, memory aides, a computer or reader. Such alternatives must be designed to measure the same learning outcomes as the standard assessment method.'

- F7.4 The use of a limited number of quotes or other memory aids in exams, by students diagnosed with dyslexia or other specific learning difficulties, is in place in the institution.

### **Section 8: Memory Aids Principles on the Use of Memory Aids**

- F8.1 In accordance with good practice within the sector, the use of memory aids will only be allowed where they are deemed not to compromise learning outcomes.
- F8.2 Memory aids are only allowable for students were recommended in a formal diagnostic or Needs Assessment report.
- F8.3 Memory deficits, processing abilities, patterns of strengths and weaknesses within elements of memory differ for each individual and therefore memory aids will also differ according to individual need.
- F8.4 In the case of students with dyslexia or other specific learning difficulties, it is expected that they will be working with a specialist tutor to develop strategies for accommodating memory difficulties and/or deficits, however, dyslexia will affect each student to varying degrees and in different ways, and therefore, it should not be automatically expected that exam adjustments will be 'phased out.'
- F8.5 The use of a memory aid by a disabled student is not intended to give them an advantage over other students. The nature and content of a proposed prompt/aid will be scrutinized to ensure that there is no unfair advantage.
- F8.6 Consideration should be given to the use of alternative means of supporting assessment of disabled students.

## **PART G: PROGRESSION**

### **Section 1: Programme Assessment Boards (PABs)**

- G1.1 At the Programme Assessment Board, marks are confirmed and ratified by the board and relevant external examiners and decisions made on individual students.
- G1.2 Programme Assessment Boards are made up of:
- Chair.
  - Subject Leaders where their subject contributes to the particular programme concerned.
  - The relevant subject external examiners
  - Relevant Programme Leaders

- Representatives from the Assessments and Graduation Team
  - Registrar or Quality Office staff member as Secretary to the Board
- G1.3 The Programme Assessment Board receives the marks by overall profile including all modules, for each student, at each level of the programme concerned.
- G1.4 The members view a transcript of results which indicates the overall mark for each module (but not the individual assessment component marks), together with a relevant recommendation code for the module. The most common codes used are detailed below:
- P** Pass
- R** Fail/Resit/Retake required
- M** Mitigating Circumstances agreed
- AO** Academic Offence found against student.
- UI** Academic Offence under investigation
- NS** Non submission of work
- S** Suspended
- W** Withdrawn
- AM** Awaiting mark.
- OG** Ongoing module
- G1.5 The Programme Assessment Board is able to view the students' full profile and therefore, using the General Academic Regulations, make decisions regarding each student.
- G1.6 The range of decisions taken by the Programme Assessment Board includes:
- Award Degree, including classification.
  - Pass and proceed to next year of study.
  - Resit failed components.
  - Retake failed modules (that is to attend all timetabled sessions, and submit all relevant assessment items, even if previously passed)
  - Retake year
  - Resit failed components or retake the year.
  - Retake or retrieve the year.
  - Confirm current position.
  - Students will only be withdrawn when all attempts to contact and support the student have failed and will only be agreed at the final resit board of the academic year with the relevant Executive Dean's approval.
- G1.7 All decisions are made on the basis of evidence provided to the Board from the results agreed at the relevant boards and any recommendation of the Mitigating Circumstances Board. Decisions relating to possible withdrawal of a student must also take into consideration the reports on both attendances together with engagement data drawn from Moodle engagement and submission of work, as well as engagement with academic or support staff during the year.

### **Extraordinary Programme Assessment Boards**

- G1.8 If the Principal deems that exceptional circumstances exist, an Extraordinary Programme Assessment Board may replace a Programme Assessment Board to ensure that the results for students and particularly for awards are not delayed.
- G1.9 Extraordinary Programme Assessment Boards are made up of:
- Chair.
  - The external examiner(s) for the programme(s) under consideration
  - Representatives of subjects involved in the programmes of study under consideration where available.
  - Members of staff concerned with teaching, tutoring and providing services to the programme within the remit of the Assessment Board but not constituted members of the Board may attend meetings and have the right to speak.
  - Representatives from the Assessments and Graduation Team
  - Assistant Registrar or Quality Office staff member as Secretary to the Board
  - Academic Registrar.
- G1.10 The duties of the Extraordinary Programme Assessment Board are to:
- (i) confirm the profile of marks for each student, from the approval of marks given by the relevant External Examiner at the relevant Assessment Board;
  - (ii) using the recommendations made:
    - a) confirm progression for continuing students with satisfactory profiles.
    - b) confirm degree and other exit results (including degree classifications where appropriate) for completing students who have satisfied the requirements.
    - c) make decisions about students with weak profiles. This should include decisions about whether failure can be redeemed through resits or whether the profile is so weak that a student needs to repeat the year or redeem failure by retaking certain modules as a part-time student.
    - d) make decisions about students with mitigating circumstances using the recommendations of the Mitigating Circumstances Panel.
    - e) receive an oral report from the principal which is minuted and which flags any issues to be raised in the formal written report.

### **Section 2: Communication of Results**

- G3.1 It is a student's responsibility to ensure that they access their results following the Programme Assessment Boards in February, June/July and August / September. This will normally be done through EDAN portal. The communication will include details of the right to appeal, and transcript, together with details of resits required. For students without a clear profile to proceed or complete their studies, programme leaders and Heads of Subjects are required, using the spreadsheets provided after the boards, to contact students to discuss what they need to do and to offer them appropriate support.
- G3.2 For students undertaking a programme of study delivered by a partner institution, confirmation

of the ratification of results/awards by the University will be provided by the partner institution.

### **Section 3: Transcripts**

- G4.1 A formal Record of Achievement will be produced for each student for each year of their programme after the Programme Assessment Board have met in the summer.
- G4.2 Further information in the form of explanatory notes must also either accompany the transcript as a separate page or be printed on the reverse side of the transcript. These explanatory notes explain the credits and levels of the Higher Education system in England and Wales, together with classifications, exemptions, validation details and contacts for further information.

### **Correction of Marks**

- G4.3 On receipt of their transcript, students are expected to check their marks for any possible anomalies. Should a student believe that a mark indicated for an assessment component is inaccurate, they are required to write to the Assessments and Graduation Team with full details.
- G4.4 If the mark is incorrect a new amended transcript and letter will be sent to the student. Where such a change is required, it will be formally reported at the next available Programme Assessment Board.

### **Section 4: Progression within College**

- G5.1 Overall, a student's progression must be subject to satisfying all conditions and requirements of the particular programme of study being followed leading to a named award and subject to the maximum duration of registration or the award concerned.
- G5.2 Students with 50% or more failed modules at the end of semester one will be warned on their progress and are normally required to meet with a designated member of academic staff.
- G5.3 Students may not be offered resits following the semester two boards where more than 50% of their modules have been failed, instead a retake of the failed modules or a retrieval year may be required.
- G5.4 Students are considered under the following categories by the Programme Assessment Board. The Board's decision may be that the student:
  - (i) proceed to enrol on the next level of their programme,
  - (ii) proceed with their studies to the next level of their programme but must retrieve any outstanding failed elements or modules at the next opportunity (resits with or without penalty),
  - (iii) students with failed school experience elements/modules may not proceed with their studies until the relevant element/module has been passed,
  - (iv) may be required to complete any level four modules outstanding or accept a condone failure before entering Level 6 of their studies with any level 4 credits outstanding,
  - (v) be required to suspend and/or register as a part-time student (if currently registered as a full-time student),
  - (vi) Undertake retrieval year being able to proceed to the next year of study.
  - (vii) The Assessment boards will only confirm a withdrawal of a student once all efforts to communicate and assist the student have failed. Withdrawal from study decision will only be made at the end of the academic year after the Resit Programme Assessment Boards have

taken place.

- (viii) Withdrawal will only be considered where there is:
- no evidence of attendance (using the University Attendance software)
  - no evidence of engagement through Moodle
  - no engagement with academic colleagues or support colleagues

The withdrawal will require formal approval from the relevant Principal.

G5.5 After the results of module assessments have been confirmed by the Programme Assessment Board, an individual student will automatically be entitled to the award achieved on the criteria listed in the Regulations, subject to satisfying any specific requirements of the programme of study on which the student is registered.

G5.6 The specific decisions currently recommended through Programme Assessment Board are detailed below:

- (i) Pass and Proceed: All items of assessment have been submitted and have achieved the relevant pass mark (or compensated pass for elements within the module and the module has achieved an overall mark of least 40%), with the student clear to proceed to the next stage of their programme of study. The pass mark for undergraduate programmes is 40%, and 50 for Postgraduate/master's programmes.
- (ii) Resit: Student is allowed to proceed to the next stage of their programme of study but is also required to re-sit outstanding components (the relevant results codes will indicate if this is with penalty (for a maximum of 40% for undergraduate programmes and 50% for postgraduate/master's programmes) or without penalty as mitigating circumstances has been approved.

A date for submission of the resit/examination will be agreed and the number of resits already taken (if applicable) in the module noted.

- (iii) Retake Year (By Student's Request): If a student has only a small number of failures from their year of study, a request from the student (as opposed to the Programme Assessment Board) will normally be refused, unless the student can demonstrate through the Mitigating Circumstances Process that their entire academic year was affected by mitigating circumstances (including provision of supporting documentation).

A student retaking a year does not retake modules which have already been passed. A student is permitted only one retake year during their programme of study. Full fees will normally be payable by the student for any retake year. Students are not permitted to retake a module, or a year of study, in order to improve their academic classification.

- (iv) Retake: The student is required to retake the year of study.

- (v) Withdrawal. Only available at the end of an academic year and only under the circumstances.

### **Section 5: Reassessment**

G6.1 A student will be deemed to have passed a module on undergraduate programmes on obtaining a mark of 40% or more in each component (or subject to the rule of Compensated Pass), subject to any criteria specified by the Assessment Board concerned as to how the mark is to be calculated (e.g. by specifying the relative weighting of coursework, examination or other components) and any other conditions (e.g. the minimum marks to be required in each component); marks between 39.5% and 40% inclusive will be regarded as 40% for these purposes.

- G6.2 For levels 4 and 5, where a student has submitted an item of coursework and failed, the student will be required to resubmit the same task, using feedback received to improve the submission.
- G6.3 Students who fail a coursework assessment through non-submission or who have successfully applied for mitigating circumstances will be required to re-sit.
- G6.4 At level 4 and level 5, for those students who attended but failed an examination, reassessment will also be by resitting the original examination paper during the next resit period advised. Students' papers may be made available through the subject area, and feedback and marks are made available either through the College VLE or the Registry Office.
- G6.8 Those who fail to attend an examination, including those with mitigating circumstances, will be required to re-sit the examination.
- G6.9 A student will have the right to be reassessed in any failed module(s) subject to the limitations below.
- G6.10 Students may redeem failure through the following reassessment opportunities:
- (i) resitting the failed component(s) without re-registration on that module
  - (ii) where required or advised by the Programme Assessment Board, retaking the complete module and all its assessments.
  - (iii) Where the student has achieved 100 credits at Foundation Year, Level 4 or level 5, the student will be offered the opportunity of a condoned fail in the module concerned where they do not have to resit (except in the case of professional programmes or prerequisite modules)
- G6.11 Reassessment (whether by resit or retake) of a module or component must normally be completed within the two academic years following the original failure in that module.
- G6.12 Students are normally expected to resit at the first opportunity. Non-submission will count as a fail, unless a student has had approval, through application to the Assessments Team, to defer their reassessment.
- G6.13 If a student wishes to exceptionally defer a resit offered to the next resit date, they must inform the Assessments Team in writing no later than the date specified on the resit letter. Such an action may prevent the student from progressing to the next year of their studies and in the case of final year students, will mean that they will **not** be eligible to attend graduation.
- G6.14 Where a resit is required for a School Experience or other item of work placement, it may be necessary for the resit to be taken out of sequence, which in turn could delay the expected completion date for the student's programme by a term / semester. Students may only defer their resits once.
- G6.15 Students will normally be offered a second resit opportunity, except for professional programmes where there are specific exceptions. For Foundation Year students (commencing their studies from the start of the 2019/20 academic year onwards), a second resit opportunity may mean that they carry resits into the first year of their three-year degree (at the end of their Foundation Year).
- G6.16 The second resit opportunity is at the discretion of the Programme Assessment Board which may decide not to offer it in some circumstances e.g.:
- (i) The student has not complied with previous instructions of the Programme Assessment Board, such as meeting with the Programme Leader, Coordinator, Academic and Professional Tutor, Head of Subject.



- (ii) The student has failed to take advantage of resit support arranged within the course or the programme, such as tutorials or workshops
  - (iv) The student is already carrying a burden of failure in excess of the percentage deemed by the Programme Assessment Board to be retrievable within an appropriate timescale.
  - (v) The student is not deemed 'in good standing' by virtue of poor attendance, a breach of academic integrity or other reason.
- G6.17 Some programmes or subject of study may include attendance requirement. Failure to meet these attendance requirements may require a student to retake a module, or a semester or year of study.
- G6.18 Where failure in a placement module –is on the grounds of a serious breach of professional values, resit, or retake will not normally be permitted. The decision will be taken by the Programme Assessment Board, including the appropriate Programme Leader and advised by the relevant placement co-ordinator. The usual right of appeals will apply.
- G6.19 Where circumstances warrant, the college Principal may suspend a student from placement and invoke the Fitness to Practice/Study Policy. A Fitness to Practise panel may be called which will consider if a student is fit to Practise. Any student found unfit will be withdrawn from their placement with immediate effect and this will normally be deemed a failure with no right of resit.
- G6.20 Where students are failing their school experience module, the student is offered the opportunity to discuss their failure with the relevant external examiner.
- G6.21 It is the student's responsibility to ensure that they take the appropriate action to redeem any failures.

### **Resitting**

- G6.22 If a module is failed (where the mark is less than 40% overall, or where an assessment component mark within a module at level 4 or 5 is less than 35% or less than 40% at level 6, for undergraduate modules or less than 50% for Master's Level (level 7) modules), all components with a mark below 40% (50% for taught Master's programmes) must be reassessed.
- G6.23 Those students who have received a recommendation from the Programme Assessment Board for 'Resit without Penalty' will be eligible to resit.
- G6.24 **Resits with or without penalty are not eligible for extensions. Resits with or without penalty are not eligible for the late submission allowance.**
- G6.25 For the purpose of reassessment a student may resit the assessment without re-registering on the module(s) concerned.
- G6.26 College retains the right to assess the student on the prevailing syllabus without the right to further tuition.
- G6.27 For some modules (e.g. those involving laboratory, studio or group work) attendance at all or part of the module may be an essential requirement; in such cases the module may be expressly specified by the subject team (or equivalent) as excluding the possibility of resits for students who have failed and who cannot meet the requirements without further attendance. In such circumstances recovery from failure will normally require attendance at all or part of a future offering of the module. Such exclusion will be contained in the module information and will apply equally to all students.
- G6.28 No resits can be taken unless authorised in advance by the Programme Assessment Board.

- G6.29 For a resit component the relevant result code will indicate if this is with penalty (for a maximum of 40% for undergraduate programmes), or without penalty if mitigating circumstances has been approved.
- G6.30 When any module is discontinued, there will normally be two opportunities for resit assessments at times specified by Birmingham Newman University; there will be no opportunity for an assessment by retake with re-enrolment on the discontinued modules.
- G6.31 Unless there are strong reasons to the contrary the rest will normally be carried out by the same combination of written examination, coursework etc. as in the first attempt, unless specified otherwise in the relevant Assignment Brief, though the particular components to be resat by each student may be determined by the Programme Assessment Board concerned.
- G6.32 Failure to submit work or to attend an examination or other form of assessed work will be deemed as a failure and counted as an attempt.
- G6.33 All students will have the right to resit an examination or resubmit an assessment component of coursework which is deemed a failure as long as they are deemed to be in 'good standing' with college.
- G6.34 Any student against whom disciplinary action has been taken, or who has been found guilty of a breach of academic integrity, will not be deemed to be in 'good standing' with college.
- G6.35 Students who have persistently ignored requests to attend discussions on their progress, or ignored the requirements of previous boards, may also be deemed not in good standing and may not be offered the opportunity to resit.

#### **Electronic Resits**

- G6.36 On the College VLE a resit assignment is created for each student entitled to a resit. Students will see The VLE resit assignments on their VLE Dashboard and on their VLE pages, with the resit link available at least three weeks prior to the resit submission date.
- G6.37 Tutors will also see on their VLE pages if a student on that module has a resit and will receive an email when a student submits to a resit assignment.
- G6.38 Resits will not be anonymized since tutors will need to view the original submission and the feedback given.
- G6.39 Students who have passed less than 50% of their credits (across all results being considered) will be recommended to recover then during a retrieval year.

A Retrieval Year is distinct from a Retake Year. It is designed to allow students to "catch up" if they have a significant number of modules not passed.

The decision to offer a student the opportunity to undertake a Retrieval Year will be taken by the Programme Assessment Board or the Appeals Board. In addition, this course of action may be recommended by the Mitigating Circumstances Board.

The purpose of the Retrieval Year is to allow students the opportunity to resit modules already studied without the pressure of additional modules building up; these resits will be split between the agreed submission points within the year.

Only one Retrieval Year may be granted for each level of study. Students undertaking a Retrieval Year will be required to complete a Retrieval Plan which will be signed off by their Academic Personal Tutor. Students undertaking a Retrieval Year will be required to meet with their Academic Personal Tutor. The number of meetings undertaken will be specified in the Retrieval

Plan and will be reviewed at the end of Semester 1 by the Academic Personal Tutor or the Programme Leader. Progress against the Retrieval Plan will be monitored by the Programme Assessment Board. Students who make insufficient progress will be required to withdraw from the University.

- G6.43 Students will be allowed to carry forward existing mitigating circumstances and may apply for mitigating circumstances for assessments being undertaken during the Retrieval Year. However, they will need to have achieved 20 credits for the year at the semester 1 assessment board, 40 credits at the semester 2 assessment board and the remainder of the credits by the end of the Retrieval Year.

Students who are required to undertake a Retrieval Year will have access to some college facilities. However, academic support will be limited to that provided by the Academic Support Advisers and the Academic Personal Tutor.

Students undertaking a Retrieval Year will not be liable for tuition fees.

#### **Retaking of Module(s)**

- G6.44 For the purpose of reassessment a student may be required to retake the complete module(s), provided that the module has **not** been passed, by re-registering on the module at the next available opportunity. This may require the student to repeat a year of study before proceeding to the following year of his/her programme.
- G6.45 The right to retake a module by re-enrolment is subject to the module or a direct equivalent still being offered by the University. Where a module is no longer available, a direct equivalent of a larger size may be offered as part of a negotiated diet of modules to be agreed with the student where possible.
- G6.46 Complete reassessment in all components will normally be required when a module is retaken (including any component previously passed), with the original marks being erased from the student's record.
- G6.47 Students are not permitted to retake a module, or a year of study, in order to improve their academic classification.
- G6.48 In those instances where a student has retaken a single module twice and exhausted all available resit opportunities, the student will be required to undertake an equivalent or negotiated module in place of the original module, should the Programme Assessment Board be in support of the student's continuation on their programme of study.

#### **Condonement of failure in level 4 and level 5 modules (including Foundation Year)**

- G6.49 If a student has made at least one attempt at the module (a submission must have been made for the resits) and if the rest of their level 4/level 5 or Foundation Year profile is clear (so that they have passed 100 credits at that level, the student will be offered the option to either resit or retake the module, or take the option of a condoned failure.

#### **Section 6: Academic Appeals (Representation against an academic decision)**

- G8.1 A student who is not satisfied with a mark ratified by a Programme Assessment Board may submit an academic appeal following the Boards or may consider the college's student complains procedures. Re-marks are not available.
- G8.2 Appeals against decisions made by the Programme Assessment Board include those decisions made by the Board on the recommendation of the Mitigating Circumstances Board. As the

Mitigating Circumstances Panel is a sub-board of the Programme Assessment Board, no appeals should be made directly to the Mitigating Circumstances Board.

- G8.3 The college's Academic Appeals Procedure applies to all students who are enrolled on all courses offered by Birmingham Newman University.
- G8.4 All appeals are required to be submitted within one month of the date of the official results letter received.
- G8.4 Appeals against academic integrity decisions and discipline panels do not come under these guidelines and students should refer to the Student Disciplinary Procedures.
- G8.5 In those cases where examination or assessment performance has been genuinely affected by adverse personal circumstance, students should always advise the Assessments Team as soon as possible. The college has a process for enabling its Programme Assessment Board to take mitigating circumstances into account.

## **PART H: AWARDS**

### **Section 1: Procedures**

- H1.1 All stages leading to the conferment of an academic award will be subject to well-defined procedures and Regulations.
- H1.2 Proper security of records will be maintained at all times.
- H1.3 Great care will be exercised in making certain that each student's personal details and academic record are accurate.
- H1.4 The holding of a conferral ceremony requires the approval of the Vice Chancellor of Birmingham Newman University.

### **Section 2: Registration of Students**

- H2.1 An academic award, other than an honorary award, will only be conferred on a person who participated in the course to which it relates as a student of college.
- H2.2 Any student upon whom an academic award is to be conferred will, therefore, have been properly registered in accordance with the procedures determined by college.

### **Section 3: Conditions of Award**

- H3.1 Each award will be made in accordance with the requirements of the particular course and programme of study to which it relates, as specified in college Regulations and in any additional Programme Regulations.
- H3.2 Where a student becomes eligible for an award by completing part of a longer course the interim qualification is normally neither awarded nor conferred unless the student subsequently fails or withdraws from the next stage of the course. This includes the following:
  - (i) Certificate of Higher Education (CertHE) within a degree course
  - (ii) a Degree stage when the student is continuing to study for Honours in the subsequent year
- H3.3 The provisions above do not preclude a student from leaving Birmingham Newman University with an award and applying to return at a later date to upgrade to a higher award, where such procedures exist within the structure of the course concerned; if a student returns in this way within 12 months of completing the course for the lower award the procedures above will normally apply.

- H3.4 Only modules from the students current or most recent (if applicable) period of study will be used in calculating any interim or final award unless recognition of prior learning (including internal transfers) has been approved through the RPcL/RPeL and Transfer process.
- H3.5 The Awards Ceremony (Graduation) is the process whereby awards recommended by Assessment Boards and examiners for research degrees are conferred. Awards cannot be conferred other than at a duly constituted Awards Ceremony, and certificates therefore cannot be issued before the award has been thus conferred.
- H3.6 Acceptance of an award conferred at a duly constituted Awards Ceremony, whether in person or not, implies agreement to the award and any classification or other endorsements attached to it.
- H3.7 Invitation to an Awards Ceremony is at the discretion of Birmingham Newman University and those students classified as debtors to college by its Finance Office, may not attend the ceremonies, nor students classified as NOT in 'good standing' with the college.
- H3.8 All other students who have completed by the Assessment Boards in June/July will normally be eligible to attend. Students who have successfully completed their programme of study by the September Resit Boards may also be deemed eligible to attend graduation in the same year.
- H3.9 Students that have been formally withdrawn from their programme of study by the college as the result of a breach of academic integrity, who are eligible for an exit award, will not be invited to attend the Awards Ceremony, unless sanctioned by the principal.
- H3.10 Where designated, students attending the Awards Ceremony for the confirmation of an award are required to wear the appropriate academic dress as advised in their invitation.

#### **Section 4: Honours Classification**

- H4.1 To calculate an Honours classification a student must have completed all the necessary module requirements, in both content and number of credits at each level of study.
- H4.2 In the case of a student attempting fewer than the number required to determine a classification percentage, (for example if a student has withdrawn from a module), a zero mark will be assumed for each module not attempted, unless credit has been given for prior learning in which case the paragraph below will apply.
- H4.3 In the case of a student who entered Birmingham Newman University with advanced standing, or who has been credited with modules for prior learning, the number of module (credit) results used to calculate a classification percentage as specified above, will be reduced and the denominator will be such that the maximum classification percentage attainable would be 100.
- H4.4 Any entitlement to a classification, merit or distinction, may be set aside at the discretion of the Programme Assessment Board in the light of findings of an Academic Integrity Panel following a case of academic irregularity; the Programme Assessment Board may also award a Pass Degree to a candidate for Honours in such circumstances, and may fail a student who has otherwise passed the programme concerned.

#### **Section 5: Valid Reasons for Poor Performance and Aegrotat Awards**

- H5.1 If it is established to the satisfaction of a Programme Assessment Board that a candidate's absence, failure to submit work or poor performance in all or part of an assessment for an award was due to illness or other cause found to be valid on production of acceptable evidence, the Board concerned may act as follows on the recommendation of the Mitigating Circumstances Board:

- (i) The candidate will be given the right to be reassessed as resit without penalty in any or all of the assessment components, as specified by the Programme Assessment Board.
- H5.2 When a Programme Assessment Board is satisfied that there is enough evidence of the candidate's achievement, or such evidence is subsequently obtained, the candidate may be recommended for the award, with or without Honours classification or Distinction as appropriate; in order to reach a decision, the Board concerned may assess the candidate by whatever means it considers to be appropriate.
- H5.3 An Aegrotat award may be offered when a Programme Assessment Board does not have enough evidence of a candidate's performance to be able to recommend the award of the University being sought or a lower award specified in the course Regulations, but is satisfied that but for illness or other valid cause the candidate would have reached the standard required for that award.
- H5.4 Normally at least half of the study for the academic year must have been completed in order for an Aegrotat award to be made on the basis of that work; in the absence of this amount of work the student should normally be considered for the next lowest award for which they have completed sufficient work.
- H5.5 Aegrotat awards do not carry any classification or distinction, though where a student has been considered for an Honours degree the award may be offered either as an Aegrotat Degree or as an Aegrotat Degree with Honours in the judgement of the Programme Assessment Board above; in the case of an Aegrotat degree with Honours no honours classification is awarded.
- H5.6 In the circumstances described above, the candidate must have signified in writing a willingness to accept the award and understand that this normally implies waiving the right to be reassessed under mitigating circumstances.
- H5.7 A candidate who, having been offered an Aegrotat award, elects instead to resit without penalty and fails or does not attend without good reason, may not claim the Aegrotat but may be re-examined for an award.
- H5.8 The Programme Assessment Board will decide on the particular form any reassessment should take. Options will include viva voce examination, additional assessment tasks designed to show whether the candidate has satisfied the course objectives, review of previous work, or normal assessment at the next available opportunity. The student, however, must not be put in a position of unfair advantage over other candidates; the aim must be to enable the student concerned to be assessed on equal terms.
- H5.9 There is no provision for an Aegrotat pass on individual modules.

#### **Section 6: Transcript**

- H6.1 A transcript will be provided to all students who have successfully completed any element(s) of a programme of study leading to an academic award of the University.
- H6.2 The transcript will carry the following information, together with all other requirements of the Bologna Supplement:
  - (i) full name of the student
  - (ii) list of module results
  - (iii) a note of unusual circumstances (e.g., withdrew from course on [date])
  - (iv) title and classification of any final award, with dates.

## **Section 7: Certificate of Award**

- H10.1 The certificate of each award granted to a student will carry the following information in a format determined by Birmingham Newman University.
- (i) the name of Birmingham Newman University and its Coat of Arms
  - (ii) the full name of the student
  - (iii) the name of the academic award
  - (iv) the title of the programme of study followed by the student
  - (v) the date of the conferment of the award
  - (vi) the classification of the award.
- H10.2 Replacement certificates may be requested from the awarding institution and will incur a standard fee.
- H10.3 In those instances where a graduate requests a certificate to be reissued to reflect a change of name, due to an OIA ruling, personal security reasons or identifying as transgender or following gender reassignment, the standard fee will not be charged. Evidence of the legal name change will be required by the University.

## **Section 8: Revocation of Awards**

- H11.1 Awards by Birmingham Newman University are made in good faith.
- H11.2 Where it is suspected or there is evidence that a student has been admitted to the University having provided fraudulent information and/or documentation, an internal investigation will be conducted, which will be led by a senior member of staff, who is at least at Principal or equivalent.
- H11.3 The investigation may include the findings of an enquiry conducted by another legitimate organisation such as a professional and regulatory statutory body, a government department, etc.
- H11.4 Should a student have their enrolment nullified, all academic achievements earned as a result of their fraudulent admission will be null and void, and any credits or award revoked.
- H11.5 The student will have no right of appeal against the outcome of an investigation leading to the nullification of their enrolment and the subsequent revocation of any credits of award.
- H11.6 The revocation of an award is permitted where a student is found subsequently to have plagiarised. However, provision will be made for the award-holder to present any mitigating circumstances and to be represented.
- H11.7 On rare occasions, an award may be conferred on a student in error. In these cases, the college is permitted to correct the error and revoke the award. This may, or may not, also involve nullification of enrolment. Where it does not, the credits earned by the student shall stand as will any award to which they are entitled under the Academic Regulations.
- H11.8 Individuals who have their awards revoked will be required to return their certification, including any transcript, supplements etc. to Assessments and Graduation.
- H11.9 Any statement by an individual falsely purporting they have been conferred with academic credit and/or an award/classification from college when it has been revoked, never achieved or the person has not been a student at college, will be regarded as deliberate fraud and leave them open to legal action and may lead to their original qualification being revoked.

- H11.10 The revocation of any award which also carries professional registration / recognition will be reported to the appropriate professional body. A narrative will be added to the student record to indicate action taken. The final results notification letter will be annulled.
- H11.11 However, a complete record of the students' achievement will be retained for future reference and to permit reinstatement of the record should the decision have been reached in error (for example, wrong identity).
- H11.12 Where enrolment is nullified, a 'registry block' will be placed on the student record to indicate future enquirers that they need to refer to the narrative.
- H11.13 Any verification requests or references will be referred to the Registrar.

#### **Revocation of Award of Honorary Degree**

- H11.15 The following procedure is for where staff, students or Council members of the University are concerned that there may be caused to revoke an Honorary Degree.
- H11.16 Honorary Degrees represent a public association between the University and the recipient. The University, therefore, reserves the right to withdraw an Honorary Degree in the event that an Honorary Graduate, through behaviour or actions, which become known to the University subsequent to his or her award, brings the University into disrepute. This includes behaviour that contradicts the University's Mission and Values.
- H11.17 Proposals should be made to the Honorary Degrees Committee with supporting documentary evidence. The Honorary Degrees Committee will determine whether the risk to the reputation of the University is greater in maintaining the award than revoking it.
- H11.18 The Honorary Degrees Committee will make a recommendation to the Council for approval following a report to the Senate. Responsibility ultimately lies with Council as it has responsibility for risk management and a threat to the reputation of the University could pose a significant risk.
- H11.19 If an Honorary Degree is revoked, the Vice Chancellor will write to the recipient informing them of the decision.

### **PART I: COMPLAINTS PROCEDURE**

#### **Section 1: Introduction**

- I1.1 The college regards a complaint as any expression of about our action or lack of action, or about the standard of service provided by or on our behalf. The Student Complaints Procedures is operated in accordance with the equality and diversity policies of the college

#### **Section 2: Complaints Procedure for Applicants and the General Public**

- I2.1 Applicants or members of the general public who wish to make a complaint should raise the matter in accordance with the Complaints Procedure for Applicants and the General Public which is available from the college website or in hard-copy from the Quality Office.
- I2.2 Where the complaint by an applicant related solely to an admissions decision, a senior academic member of the college will be asked to review the case to ensure that the decision has been taken in line with the college's Admissions Policy. Unless there has been a clear breach of the policy, an academic decision taken about an application will be considered to be final.
- I2.3 For complaints solely related to the college assessment for support for disabilities, a separate process applies. Details of this process are found later in this section.



### **Section 3: Complaints Procedure for Students (General Information)**

- 13.1 Students who wish to make a complaint should raise the matter in accordance with the Complaints Procedure for Applicants and the General Public which is available from the college website or in hard-copy from the Office.
- 13.2 This Procedure applies to applicants to, and students who are enrolled on, all courses offered by Birmingham Newman University. It is also available to students for three months after they have left the college.
- 13.3 Complainants are advised to always seek information resolution of the complaint before invoking the formal Complaint Procedure. Where a complaint is found to have been brought with frivolous, vexatious or malicious intent, this may itself prove grounds for disciplinary action against the complainant.
- 13.4 Where complaints are raised on behalf of students by solicitors or trade union representatives, the college reserves the right to correspond directly with any student who is currently enrolled at the college.
- 13.5 Complaints cannot be raised by staff about the behaviour of students. This will be dealt with under the college's Student Disciplinary Procedures. Equally, students cannot raise complaints about the behaviour of other students.
- 13.6 If students feel that they have been subject to harassment or other unacceptable behaviour from fellow students, details can be sent to the Registrar/Principal who will consider whether the regulations stated within the Student Disciplinary Procedures have been breached and action may be taken accordingly.

### **Section 4: Complaints Procedure (Arrangements/Reasonable Adjustments to Disabled Applicants/Students)**

- 14.1 This process is separate from the main complaints process, as it intends to provide a fast-track process for applicants/students with a concern regarding college support for their disabilities.
- 14.2 A copy of the complaint form should be downloaded, and the form completed with it clearly highlighted that the complaint relates to the above.
- 14.3 In considering the complaint a formal panel will be convened, which will normally include an external expert (such as an experienced member of a student support team from another college). All documentation, including the initial external assessors report will be provided to both the Panel and the student for full consideration of the complaint.
- 14.4 The panel will meet with the student, and it is expected that the outcome will be reported to the student, informally on the day of the Panel. A deadline of 28 working days for the process within the college will normally be applied.
- 14.5 If applicants/students are dissatisfied having been through the DSA Exceptional Case process, they may then make a complaint to the Office of the Independent Adjudicator. This is a free service to students and details are available on the [OIA website](#).

## **APPENDICES**

### **APPENDIX ONE: DEFINITIONS**

#### **Academic Appeal:**

A request for the review of a decision of a Programme Assessment Board. A Programme Assessment Board is an academic body which makes decisions relating to student progression, assessment and awards. An Academic Appeal can only be made by a student of the college or a student of an institution in partnership with the college where the student is studying on a programme validated by the college.

#### **Academic Policies:**

The principles and standards that prescribe the course(s) of action for an aspect of the academic regulations. Staff and students must adhere to these.

#### **Academic Support Team (AST):**

Academic Support Team is a dedicated service to assist students on our Degree programme with pastoral or personal concerns that are affecting their studies.

#### **Assignment Briefs:**

Assignment Briefs provide students with detailed information of their assessment, including marking criteria and submission deadlines. All VLE module's pages require this information. Assignment Briefs are required for all modules, whatever method of submission is being used, and are completed together with instructions for all modules. The information from Module Leaders for each module is requested annually.

#### **Capstone Module:**

This will most commonly be a 40-credit written dissertation but may also be a studio-based exhibitions or a Work-based project (and which may be 20 credits rather than 40). It is also possible for some Joint programmes in the portfolio to require students to undertake two "capstone" pieces of work such as an exhibition and a dissertation. The mark from this module will not be used as part of the consideration rule for classification.

#### **Complaint:**

The college regards a complaint as any expression of about our action or lack of action, or about the standard of service provided by or on our behalf. A Complaint relates to the specific treatment of an individual and is different from crucial feedback about a programme which is welcomed by the University as part of its quality assurance process. A Complaint can be made by a student, an applicant or a member of the general public.

#### **Coursework:**

Coursework may comprise the submission by due date of written work which is the student's own composition; written work which is the outcome of group collaboration; presentations and written work from presentations or other performative assessment; log or lab books, diaries, portfolios or other collections of materials, dissertations, reports and projects. Any item of assessment not taking the form of an examination may be defined as coursework.

#### **Credit:**

The notional number assigned to each module to indicate the student effort required. 1 credit is considered equivalent to 10 hours of student effort.

#### **Electronic Submission:**

Electronic submission refers to online submission of student work via College VLE Assignment activity, or other designated service.

**Examinations:**

All time-limited exercises that are supervised and taken under exam conditions (e.g., such as formal timed examination sessions organised centrally and class tests).

**External Examiners:**

Each subject/programme has an appointed External Examiner, who acts as impartial and independent advisor. External Examiners play a crucial role in the quality assurance processes of the University, through ensuring that the academic standards of those awards validated by the college are appropriate, achievable and comparable with those of other Higher Education Institutions.

External Examiners attend Subject and Programme Assessment Boards and provide Annual External Examiner's Reports, which are received by students through Staff-Student Consultative Committees.

**Good standing:**

Any student against whom disciplinary action has been taken, or who has been found guilty of a breach of academic integrity, will not be deemed to be in good standing with college. Students who have persistently ignored requests to attend discussions on their progress, or ignored the requirements of previous boards, may also be deemed not in good standing and may not be offered the opportunity to resit.

**Interruption of Studies:**

This is where a student has requested the opportunity to interrupt (suspend) their studies.

**Institutional/University Suspension:**

In some very rare cases, either relating to Fitness to study, Fitness to Practice or Student Misconduct policies, the University may require a student to be suspended from the University. Such a suspension is provided in a formal communication to the student and normally requires that the student does not enter the campus for the period of the suspension.

**Levels of Study:**

The academic standard of each module, including the standard of its assessment, is designated as being at a certain level, as specified in the [QAA Framework for Higher Education Qualifications](#).

**Mitigating Circumstances:**

Circumstances which happen beyond the control of a student, that either have an impact on their performance during an assessment or prevent them from undertaking the assessment at the scheduled time. If these events are unforeseeable and exceptional, they may be classed as mitigating circumstances by the Mitigating Circumstances Panel.

**Moderation:**

The purpose of moderation is to confirm that the range of grades awarded by the marker is appropriate. It is distinct from independent marking by two members of staff (double marking), a practice used for the marking of projects and dissertations (unless required by a professional body).

Moderation is required internally at all levels and externally (through the use of external examiners) at those levels which contribute to the award classification.

**Module:**

A unit of study which has defined learning aims, an assessment requirement and a specified number of credits awarded upon successful completion.

**Module Data Set (MDS):**

Module Data Sets replace the requirements for each module to have a Module Handbook (Module

Leaders may of course produce additional information) and includes all validated module information in a standard format. This includes college level information such as regulations, how to appeal, the library catalogue, etc. (provided via the 'college information' tab on College VLE course pages).

**Negotiated Module:**

i. Undergraduate Programmes

In some circumstances, a Programme Assessment Board may recommend that a student replace a module with an agreed negotiated module. Such modules must satisfy the aims of a module which is specified as part of the programme and be considered as an appropriate activity as part of the programme. Such arrangements will require the specific approval of the Subject Leader, Programme Leader and the Programme Assessment Board who must be satisfied that the student's total programme meets the aims.

A student may, subject to the approval of the Programme Leader and the relevant Programme Assessment Board, take negotiated modules up to a maximum of 40 credits per level of study.

**Non-Written Assessment:**

Items such as school experience, placement, performance, seminar contributions, displays and presentations.

**Personal Tutor System:**

Some subject areas designate Personal Tutors to assist students with pastoral or personal concerns that are affecting their studies.

**Prevent Duty:**

The Prevent duty is the duty in the Counterterrorism and Security Act 2015 on specified authorities such as universities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.

**Programmes of Study:**

The complete set of modules undertaken by a student leading to a specified award.

Certificate level represents the standard designated as equivalent to that of study at level 4 of an honour's degree programme.

Intermediate level represents the standard designated as equivalent to those of study at level 5 of an honour's degree programme. Grades achieved on modules at this level will be used towards degree classification. Level 5 also represents the standard designated as the final level of study for Foundation Degrees. Grades achieved on modules at this level will be used to calculate merit and Distinction awards for Foundation Degrees.

Honours level represents the standards designated as equivalent to those of study at level 6 of an honour's degree programme. Grades achieved on modules at this level will be used towards honours classification.

Top Up programmes usually provide a specific diet of modules, which students must take, and may normally differ from the full award (those modules completed at levels 4, 5 and 6).

Most programmes of study have a common structure, which includes both yearlong and semester long modules.

**Resit:**

The opportunity to resit the assessment for any failed component(s) or a module. The result code will indicate if this is with penalty (for a maximum of 40% for undergraduate programmes and 50% for postgraduate programmes), with fees (if a non-submission) or with mitigating circumstances approved

(‘resit without penalty’).

Normally a maximum number of attempts at any module will be three, the initial attempt and two resits.

#### **Resit without Penalty:**

‘Resit without Penalty’ means a resit without the payment of the relevant fee, and for the full mark achieved (i.e. not capped at 40%). Resits with or without penalty are not eligible for extensions. Resits with or without penalty are not eligible for the late submission allowance.

#### **Retake:**

Retaking a module requires that the student attends all timetabled sessions, undertakes all directed hours and submits all assessment components, even if a component (but not the module) has been passed previously.

Should a student be retaking a year of study, only modules that have not already been passed can be retaken. Normally a student is only permitted one retake year during their programme of study and a student is not permitted to retake a module, or a year of study, in order to improve their academic classification.

#### **Attendance monitoring software Attendance and Engagement Monitoring:**

College gathers attendance data via an electronic register completed by staff

As a conscientious student-centred the college believes it should respond when aware of any difficulties that a student might be facing with attending classes or engaging with their studies. If a student is having such difficulties, the college’s aim is to identify that early on and help the student get back on track with their course.

Attendance monitoring the college to check student’s attendance, and see the times when The VLE was accessed. From this data, the college can recognise if a student might be in need of extra support, allowing the college to work pro-actively to assist students in their studies.

#### **Specific and General Credit:**

For Recognition of Prior Learning (RPCL/RPeL) purposes, credit is described as specific or general. General credit is given for the number and level of credits only. Specific credit is related to a specific module or modules.

#### **Subject:**

A group of modules relating to one area of study forming either a whole or part of a programme.

#### **Virtual Learning Environment (VLE):**

Web-based platform to support learning and teaching within an educational setting. EDA’s Virtual Learning Environment (VLE) is called College VLE. This is where module learning resources and activities can be found.

### **APPENDIX TWO: STUDENT LIFE**

#### **Health and Wellbeing**

During the period of study, students are required to keep college informed of any on-going circumstances which affect their programme of study, such as continuing illness, or external responsibilities.

If a student has a long-term health condition, they are encouraged to register with a local GP practice.

If a student is unable to attend due to illness, they are required to telephone their school office each day before 9.30am. If a student’s illness lasts longer than five working days (seven days, including weekends, in total), they are required to see a doctor and obtain a copy sick note for college records.

Where students become ill and it is likely to last for longer than three weeks, students are required to

contact and inform the college of their situation.

If returning to study, students may also be required to provide evidence of their fitness to return to practice.

The college also follows nationally agreed guidelines in relation to student maternity, on issues related to study, health and safety and finance, further details are held by Student Support Services.

Students are responsible for their own health and well-being and not looking after themselves can have an adverse impact on others. If a student feels that his/her personal circumstances are seriously affecting his/her ability to prepare for, or take part in an assessment, they should seek a deferral using the Mitigating Circumstance Process.

Students are encouraged to familiarise themselves with Student Support Services by reading the Student Support Services information on the Intranet or visiting them in person.

There may also be other circumstances whereby student request the opportunity to be absent from their studies (including placements) for other well-being related reasons, and in particular the death and or funeral of a close member of their family or friends.

In terms of definition, the college recognises that family may not always mean those to whom the student is directly related but also those who play or have played an important role in the student's life.

The college will seek to support students seeking absence due to circumstances as noted above. However, where a student is on placement, and in particular those placements on professional programmes, the student must also follow the regulations and policies of the placement provider, which may provide a different definition in relation to close family and these placement provider regulations will take precedent.

### **EDA College Support Services**

Sometimes students find that things do go wrong for them. The important thing is to contact a member of staff. In particular students should make use of the Academic Support Team / Personal Tutors (PT), Programme Leaders/Coordinators, the Student Support Centre, and Principal.

Academic Support Team can assist with extensions, mitigating circumstances, as well as providing support and guidance.

### **Smoking Policy**

As part of its continuous review of health and safety matters, the college has considered the current evidence of the health risks associated with passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke. The college seeks to maintain a healthy and comfortable study and working environment for staff, students and visitors by the revision of its smoking policy.

The college operates a total ban on smoking throughout the college campus, front entrance, site and in college vehicles with the exception of externally placed smoke shelters.

This Policy applies to all staff, students, visitors and contractors and is part of the college's commitment to the health, safety and wellbeing of its staff and students. The college's Smoking Policy also applies to external companies/organizations occupying space within the college and this should be reflected in all lease agreements with such companies.

### **Lost Property and Theft**

The college cannot, in any circumstances, accept responsibility for the loss of private property left or lost on college premises. Any lost property is kept for a reasonable length of time at the Security Lodge for students to collect.

### **Pregnancy, Breastfeeding and Nappy Changing Facilities**

The college has a Student Pregnancy and Parenthood Policy to ensure the support of any student who becomes pregnant during their programme of study (please contact Student Support for full details of the policy).

The college has a legal responsibility, under the [Equality Act \(2010\)](#): “to ensure that they do not penalise students who miss examinations or coursework deadlines because of pregnancy and maternity, including pregnancy related illness or appointments”. The definition of maternity includes all stages of pregnancy and up to 26 weeks after the birth of a child.

If a student wishes to change mode, suspend or withdraw due to pregnancy they should refer to the Change of Circumstances (CoC) section.

### **Fire Alarm Testing**

At Midday Every Thursday there is a regular test of the fire alarm throughout the college. If the alarm lasts for longer than a few seconds, or sounds at any other time, please vacate the premises and go to the nearest evacuation point.

## **APPENDIX THREE: SCREEN READER-FRIENDLY FLOWCHART DESCRIPTIONS**

### **Returning to Study after Period of Suspension**

1. During the summer Registry contact suspended student in writing to ask if they plan to return to study in the next academic year.
2. Student must respond confirming their plan.
3. If a student does not return after two years of suspension they will be automatically withdrawn.
4. Students will normally be expected to resume studies at the start of an academic year, although a return at the start of Semester 2 may also be considered, where the programme allows.
5. Student to contact Programme Leader/Principal to discuss any preparations for return.
6. Student to enrol at the start of the semester.
7. Students may be required to complete outstanding assessment by resit of any assessment component/s or by retake of modules, as determined by the Programme Assessment Board.
8. If requested a second year of suspension, college may give permission for students to suspend their studies for up to one academic year, and exceptionally, for up to two years. The college does not guarantee that the same programme will be available for the student to return to after suspension of studies. A second year of suspension can only be granted once.
9. If the second year of suspension is approved, student will be contacted again the following summer.

### **Withdrawal Process**

1. Student is required to meet with a member of staff to discuss withdrawal and other possible courses of action. Student applies for withdrawal by submitting to Registry a printed-out form from [EDAN](#), signed by Programme Leader. Date of Withdrawal is the date Registry receives the completed form.
2. Allowance of 3 working weeks for student to cancel their application to withdraw.
3. Student is notified of any completed credits which could be transferred through RPcL, and of any exit award.
4. A student that formally withdraws by 31st July and is eligible for an exit award will be invited to Graduation the same year.

5. A withdrawn student is not permitted, except under exceptional mitigating or proven financial circumstances, to apply for any course at college for three years after withdrawal date.

#### **Mitigating Circumstances Process**

1. Student advised to or wishes to apply for mitigating circumstances
2. Completes form with supporting evidence
3. Submits form and supporting evidence to Assessments Team
4. Application considered by Mitigating Circumstances Board or by the Assessments Team
5. Decision of Mitigating Circumstances Board or Assessments team (for applications approved clerically) confirmed to student. This will be one of five decisions:
  - a. Request accepted. Student resits without penalty during the next resit period.
  - b. Request accepted. Student resits but mark is capped due to earlier non-submission/failure/academic offence.
  - c. Request not accepted; standard resit applies. Appeal processes available following Programme Assessment Board
  - d. Recommendation student is granted a RAP / ILP (see RAP diagram)
  - e. Request for further evidence to be provided.