



Leeds Trinity
University College

TAUGHT COURSE ACADEMIC REGULATIONS

2010/2011

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TAUGHT COURSE ACADEMIC REGULATIONS
Academic Year 2010/2011

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TAUGHT COURSE ACADEMIC REGULATIONS

2010/2011

This document sets out the procedures and regulations governing study for taught students (undergraduates and postgraduates) in Academic Year (AY) 2010/2011 and supersedes all previous versions. For awards of the University of Leeds, these regulations are in addition to the Ordinances and Regulations of the University of Leeds. Questions relating to the interpretation or application of these procedures and regulations should be referred to the Vice Principal (Registrar).

TERMINOLOGY

Awards

Undergraduate taught courses offered by the University College lead to the awards of the University of Leeds. In AY 2010/11, the Awards are:

Undergraduate

BA (Hons)	Bachelor of Arts with honours
BSc (Hons)	Bachelor of Science with honours
FD	Foundation Degree
DipHE	Diploma of Higher Education
Dip	Diploma
CertHE	Certificate of Higher Education
Cert	Certificate

Taught postgraduate courses offered by the University College lead to the awards of the University of Leeds (for all students first registering for award before September 2010) and awards of Leeds Trinity University College (for all students first registering for award in or after September 2010). In AY 2010/11, the Awards are:

Postgraduate

MA	Master of Arts
MBA	Master of Business Administration
MBS	Master of Business Studies
MSc	Master of Science
PGDip	Postgraduate Diploma
PGCert	Postgraduate Certificate
PGC	Professional Certificate

Programme of Study

To be eligible for the award of the Degree, a student must fulfil the requirements of a permitted **Programme of Study**. A Programme of Study may be defined as the complete profile of modules a student must study in order to be eligible for award. Examples of Programmes of Study are: *English and Media, History and Management*.

Credits

Eligibility for the award of the Degree is determined by the accumulation of study **credits**. A full-time undergraduate credit load for a year is defined as 120 credits. A full-time undergraduate student would therefore take 360 credits in a three-year full-time (or six-year part-time) Programme of Study, and 480 credits in a four-year full-time (or eight-year part-time) Programme of Study.

Module

Each Programme of Study is made up of specified **modules**, a module being the smallest component of credit-bearing study. Each Programme of Study will contain a mixture of core (or compulsory) modules and option modules (where student has a choice of modules) to fulfil the requirements of the Programme.

Level

Each module is assigned to a **Level** in accordance with the Framework of Higher Education Qualifications (FHEQ) and which is normally allied to the year of the Programme of Study into which it falls. Undergraduate programmes are taught at levels 4, 5 and 6 and taught postgraduate programmes at level 7.

AWARDS FRAMEWORK

For information on awarding bodies please see previous section "Awards"

Undergraduate Awards

For the Academic Year 2010/11 the following undergraduate awards are offered at Leeds Trinity University College:

Award abbreviation	Full award title	FHEQ level*	Credits	Corresponding FQ-EHEA**	ECTS Credit
BA (Hons) BSc (Hons)	Bachelor of Arts with Honours, Bachelor of Science with Honours	Level 6	360 or 480 (3 or 4 yr programme)	First cycle (end of cycle) qualifications.	180 – 240
PGC	Professional Graduate Certificate in Education		120		60
FD (FdA, FdSc)	Foundation Degree (in Arts, in Science)	Level 5	240	Short cycle (within or linked to the first cycle) qualifications.	120
DipHE Dip	Diploma of Higher Education Diploma		240 180		
CertHE	Certificate of Higher Education	Level 4	120		
Cert	Certificate		40		

Postgraduate Awards

For the Academic Year 2010/11 the following postgraduate awards are offered at Leeds Trinity University College:

Award abbreviation	Full award title	FHEQ level*	Credits	Corresponding FQ-EHEA**	ECTS credit
PhD	Doctor of Philosophy	Level 8	n/a	Third cycle (end of cycle) qualifications.	n/a
MPhil MA MBA MBS MSc	Master of Philosophy Master of Arts Master of Business Administration Master of Business Studies Master of Science	Level 7	n/a 180 180 180 180	Second cycle (end of cycle) qualifications.	Min. 60 Typical range: 90 - 120
PGDip PGCert	Postgraduate Diploma Postgraduate Certificate		120 60		

* FHEQ Framework for Higher Education qualifications.

** FQ-EHEA Framework for qualifications of the European Higher Education Area.

UNDERGRADUATE PROGRAMMES

1 Admissions Regulations

1.1 Entry to Undergraduate Programmes

To enter any undergraduate Programme of Study an applicant must satisfy either the General Requirement, or the conditions for Admission by Credit Transfer.

1.1.1 The General Requirement

Applicants for entry to Level 4/4a Semester 1 of a **full-time** undergraduate honours Programme of Study must:

- (i) apply through UCAS, specifying a Programme to which entry is sought, AND
- (ii) satisfy the matriculation requirements of the University of Leeds, AND
- (iii) satisfy the admissions requirements of the Programme to which entry is sought, AND
- (iv) receive a formal offer from the University College of a place in the specified Programme.

Applicants for entry to Level 4 Semester 1 of a **part-time** undergraduate Programme of Study must apply directly to the University College AND satisfy the requirements (ii)-(iv) above.

1.1.2 Admission with Accredited Prior Learning and Claim for Credit

The Institution has in place an Admission with Accredited Prior Learning scheme. Applicants who do not meet in full The General Entry Requirement of entry (1.1.1) may apply to the scheme to be considered for Admission with Accredited Prior Certificated Learning or Accredited Prior Experiential Learning or a combination of both in place of all or part of the General Requirements of entry. In addition candidates may also use the Accredited Prior Learning scheme to claim for exemption and gain credit from parts of the programme for which they are applying.

1.1.3 Approval of Admission with Accredited Prior Learning or Claim for Credit

Approval of any application will be considered on an individual basis and subject to the following conditions:

- (i) completion of an 'Accredited Prior Learning' form
- (ii) discussion of the application with the relevant Faculty Admissions Tutor and/or APL Coordinator
- (iii) submission of evidence to support the application
- (iv) agreement of the Faculty Admissions Tutor and/or APL Coordinator.

Academic Registry will notify the applicant of the outcome of their application.

Full details of the scheme and the procedures are available from the Academic Registry.

1.1.4 Admission Deadline

To be eligible for credit, a student must normally enrol on, and commence study in, any module in any semester no later than the end of the second week's teaching of that module.

2 Programme Planning

Each registered student is responsible for planning the details of his/her Programme, within the regulations of the University College and the requirements of each Programme. Advice is available for each student throughout his/her period of registration from his/her Progress Tutor.

3 Registration

To be eligible for credit towards an award, a student must be registered both for a Programme of Study and also for permitted modules within the Programme.

To be eligible for credit not leading to an award, a student must be registered for the module(s) for which credit is sought.

No credit or qualification can be awarded to a student whose registration is not confirmed by Academic Registry (Student Administration).

3.1 Programme Registration

Each student must register for his/her Programme at the start of each Academic Year, or at the start of the semester in which he/she is admitted, or at the start of the semester in which he/she returns from an authorised period of absence. Summary personal data is held on file, derived from the initial application, which forms the basis of each student's Programme Registration.

To be confirmed, a student's Programme Registration must include evidence of fee status as follows:

- (i) for full-time study, normally LEA/SLC support, OR
- (ii) for part-time study or private fee-payers, confirmation from the University College Finance Office of payment of fees.

If this requirement cannot be satisfied at registration, the student's Programme Registration will remain provisional. If this requirement remains unsatisfied after the end of the sixth week of teaching of the semester, the student may be required to withdraw, either temporarily or permanently, from the Programme and the University College. Academic Registry (Student Administration) is responsible for notifying the student of what is needed to satisfy this requirement.

A student must register initially in person. To be valid, a student's *initial* Programme Registration must be submitted on the Programme Registration document or electronically via SITS E:Vision, and confirmed by Academic Registry (Student Administration). *Subsequent* Programme Registration is entirely electronic.

3.1.1 Amended Programme Registration

A student's registration for a Programme or module may be amended at his/her request using only the appropriate amendment request document, and according to the procedures in 3.1.1 and 3.2.5.

Application for amendment to Programme Registration ("change of programme") may be made at any time.

A student seeking amendment of his/her Programme Registration must:

- (i) complete section A of a Change of Programme form. (These are available in Academic Registry (Student Administration), in individual Faculties and on the web);
- (ii) consult the Heads of Departments of their current programme to notify them of the transfer request;
- (iii) obtain the permission of the Heads of Departments of their planned programme;
- (iv) submit the completed form to Academic Registry (Student Administration).

3.1.2 Approval of Amendments to Programme Registration

Approval of any application will be considered on an individual basis and subject to the following conditions:

- (i) the regulations governing transfer of LEA awards;
- (ii) the availability of places within the Programme of Study to which transfer is requested;
- (iii) the agreement of each of the Heads of Departments/Programme Director responsible for the Programme to which the transfer is requested;
- (iv) the requirement that, to effect any transfer approved after Week 4 of Semester 1 of Level 4, the student agrees to satisfy any conditions of transfer determined by the Head of Department and that the Head of Department is confident that the student, in meeting those conditions, will not be disadvantaged by the transfer;
- (v) any module for which a student has already presented for assessment and a pass mark returned may not be studied as part of the new programme although credit may be carried forward;
- (vi) any module for which a student has already presented for assessment and a fail mark

returned, may be studied as part of the new programme but only as a subsequent attempt (i.e. for a maximum mark of 40).

Academic Registry (Student Administration) will then notify the student of the outcome of the application.

3.2 Module Registration

It is the student's responsibility to ensure that his/her Schedule of Module Registration is correct.

A student must register for every module he/she wishes to study in each semester of his/her Programme of Study at the beginning of the Academic Year. Except where otherwise specified in the Programme Requirements, to be recognised as a full-time student, he/she must be registered for sufficient modules to be eligible to accumulate a minimum of 40 credits in each semester and a minimum of 120 credits in each level. No student may register in any level for modules with a combined credit rating greater than 120, without special approval (see regulation 3.4). No student may be in attendance in any semester without being registered for at least 1 module in that semester.

A student must register in person. To be valid, a student's Module Registration must be submitted on the Module Registration document or electronically via SITS E:Vision and confirmed by Academic Registry (Student Administration). Submissions returned after the published deadlines will be processed at the lowest priority.

Each registered student will be issued via SITS E:Vision with a schedule of modules for which he/she is officially registered. A student will be assessed for all the modules which appear on this schedule and will be eligible for credit for these modules only.

It is the student's responsibility to ensure that his/her Schedule of Module Registration is correct.

3.2.1 Module Registration for Level 4

All students admitted at Level 4 Semester 1 of Programmes of Study will, as far as possible, be pre-registered for the core modules of their Programmes as part of Academic Registry (Student Administration)' preparations for new registrations. On completion of Programme Registration, these students will:

- (i) be counselled by relevant Academic Staff in Semester 1 Week 1 on their nomination of option modules to be followed in Level 4;
- (ii) complete the module selection process as directed by Academic Registry (Student Administration) by the end of Semester 1 Week 2;
- (iii) receive confirmation of their module registration from Academic Registry (Student Administration) by means of an individual Student Schedule.

Each student is required to nominate option modules on the Module Registration document in accordance with the requirements of their Programme.

Students are encouraged to nominate as many reserve choices as possible to maximise the likelihood of having registration confirmed in modules of their choice and to minimise the need for amendment of their registration by Academic Registry (Student Administration) (see regulation 3.2.6).

3.2.2 Module Registration for Levels 5 and 6

Each student who intends to proceed from Level 4 to Level 5 or from Level 5 to Level 6 of Programmes of Study, will be pre-registered for the compulsory modules of his/her Programme as part of Academic Registry (Student Administration)' preparations for continuing students' Programme Registration. These students will:

- (i) be counselled during Level 4 /Level 5 on their nomination of any module choices to be followed in the following level;
- (ii) complete the module selection process as directed by Academic Registry (Student Administration), indicating the orders of preference; and
- (iii) receive confirmation of his/her module registration from Academic Registry (Student Administration) via SITs E:Vision.

3.2.3 Module Registration Across Levels

A student may not normally register across levels, e.g. while in Level 5, a student may not register for a module in Level 4 or Level 6.

3.2.4 Re-allocation of Module Registrations

Certain modules may prove so popular that it may not be possible to allocate all student modules choices. Equally, some modules may not attract enough registrations to be viable. In such cases it may be necessary to re-allocate modules to students using the following procedures.

Note: Students will be re-allocated from over-subscribed modules before students from under-subscribed modules.

3.2.4.1 Over-subscribed Modules

Academic Registry (Student Administration) will confirm registrations up to the permitted maxima of students according to the following criteria and order of priority:

- (i) to accommodate students who have nominated the module as their first choice of option and thereafter following in rank order;
- (ii) to accommodate Visiting Students;
- (iii) to accommodate students who submit module registration requests later than the published deadline for return.

Modules will be allocated to students **within** any of the above categories on a first-come-first-served system, based on when the Module Registration Submission was received in Academic Registry (Student Administration).

3.2.4.2 Under-subscribed Modules

A module will normally be taught only if the number of students registered for it, by the end of the normal period for module registration, is 15 or more. If registrations for any module are below 15, the Dean of Faculty concerned will decide whether or not the module should run provided that any module to run under such circumstances can be offered within the staffing provision authorised by the Vice Principal (Academic) for the academic session concerned. If the module is cancelled, Academic Registry (Student Administration) will confirm alternative registrations of the students affected by allocating a replacement module from the student's preference list.

Should a student's registration remain incomplete following the processing of all the preferences stated on the form, the procedure to be followed will be that as in 3.2.6 below.

Module Co-ordinators will receive preliminary module registration lists from Academic Registry (Student Administration) as soon as possible after Registration, with confirmed lists following the end of the period allowed for Amended Registration ("Drop/Add").

3.2.5 Amended Module Registration ("Drop/Add")

In exceptional circumstances, a student may wish to amend his/her module registration in respect of any chosen option module. Application for amendment of Module Registration ("Drop/Add") may be made only within the specified periods as published by Academic Registry (Student Administration) and on the intranet.

3.2.5.1 Procedures for "Drop/Add"

A student seeking amendment of his/her Module Registration must, within the published deadline, complete a "Drop/Add" Form available from Academic Registry (Student Administration). Academic Registry (Student Administration) will:

- (i) check that the amendment is in accordance with the requirements of the student's

- Programme of Study.
- (ii) check that the amendment does not cause module registrations to exceed the agreed maxima.

Provided that both (i) and (ii) above are satisfied Academic Registry (Student Administration) will issue the student with a revised schedule to take account of the amendment. If either (i) or (ii) above are not satisfied then Academic Registry (Student Administration) will notify the student that their request has not been successful.

All requests will be processed on a first-come-first-served basis.

In highly exceptional circumstances a drop/add form will be accepted for processing after the deadline if it is accompanied by written support from the releasing and accepting Heads of Departments. The resulting module provision must conform to the Programme regulations.

3.2.5.2 Confirmation/Approval for "Drop/Add"

Confirmation of amendments by Academic Registry (Student Administration) will be subject to:

- (i) the requirements of the student's Programme(s) of Study;
- (ii) the availability of places within the module(s) to which transfer is requested;

In the case of modules linked over two successive semesters and represented by two module codes, amendment to module registration in the "Drop/Add" period of Semester 2 will relate only to the possible replacement of the Semester 2 module. Substitution in Semester 2 for the Semester 1 credit is not permitted.

3.2.6 Academic Registry (Student Administration) Action

A student's Module Registration may, from time to time, have to be amended by Academic Registry (Student Administration), normally only in one or more of the following circumstances:

- (i) to ensure that the student satisfies the requirements of his/her Programme of Study;
- (ii) to ensure that a student is registered for sufficient credits to be eligible for progression and/or completion, following cancellation of any module(s) nominated by the student.

Academic Registry (Student Administration) will inform a student in writing if it has been necessary to change his/her Module Registration.

3.3 Defective Registration

3.3.1 Failure to Satisfy the Prerequisites for Registration

In certain Programmes, admission to particular modules in level 4b, 5 or 6 is contingent upon the award of credit for specified modules in the preceding level ("pre-requisites"), or upon registration for other specified modules within the same level ("co-requisites"). Permission to waive the pre-requisite/co-requisite may be granted only by the Board of Examiners. It is possible, however, that a student who has pre-registered for a level 4b, 5 or 6 module will fail to satisfy the pre-requisites for such a module, despite being otherwise eligible to progress. As soon as this situation is identified, normally at the end of the re-assessment period in August/September, Academic Registry (Student Administration) will notify the student.

In the case of a Programme in which no alternative module or Pathway is available, the student will be referred to their Heads of Departments for counselling on the choice of one of the following:

- (i) temporary withdrawal, pending an application for permission to repeat the module(s) in a subsequent academic year; or
- (ii) admission by credit transfer to another institution; or
- (iii) withdrawal, pending an application for an alternative qualification.

3.3.2 Under Registration

Any full-time student who, following the "Drop/Add" period, is found to be registered for less than 120 credits will be notified immediately by Academic Registry (Student Administration). It is the responsibility of the student to then ensure that their registration is corrected before the end of week 4 of the teaching period.

Corrections to a student's under registration after the end of week 4 of the teaching period will only be processed by Academic Registry (Student Administration) if permission is given both by the relevant Heads of Departments and the Academic Registrar.

If a student's under registration is not corrected then the student will be offered one of the following options at the discretion of the Academic Registrar:

- (i) to register for the shortfall in credits (at the original level) in addition to their 120 credit load in the following Academic Year;
- (ii) to withdraw temporarily as a full-time student and register for the shortfall in credits (at the original level) as a part-time student in the following Academic Year.

3.4 Over-Registration

Permission for a student to register in any level, for modules with a combined credit rating greater than 120 will only be given in highly exceptional circumstances, for example, where the additional credits are a requirement for exemption from relevant professional qualifications. No undertaking can be given that any over-registration will be accommodated within module timetabling. To be eligible for the award of credit, the normal requirements of attendance and assessment apply to each of the modules for which the student is registered.

To have any over-registration confirmed the student must, no less than three weeks prior to the start of the semester in which over-registration is sought:

- (i) submit in writing to the Heads of Departments responsible for his/her Programme(s) of Study an application supported by his/her Progress Tutor for permission to over-register, AND
- (ii) specify in the application all of the module(s) he/she proposes to study, indicating those modules which are in addition to the normal course-load, AND
- (iii) specify in the application the reasons for the over-registration in the particular module(s).

Provided that the Heads of Departments responsible for each Programme in the student's Programme approve the application and notify Academic Registry (Student Administration) in writing of that approval, Academic Registry (Student Administration) will confirm the student's over-registration.

In such cases of over-registration, all the modules for which the student is registered will be factored into the calculation of his/her final classification.

4 Attendance and Engagement

4.1 General Requirements and Responsibilities

Students have a responsibility to engage fully with designated learning activities of programmes and modules as required. All students are required to be in attendance at the University College throughout the periods of published dates of terms **and to be available for all published re-assessment periods which may fall outside term-time**. Students who live overseas should note that their travel home for vacations must be arranged in compliance with these regulations.

The full requirements for completion and attendance, including any additional requirements for any particular module, will be published through the Faculty Offices in module handbooks.

4.2 Absence

A student who is absent through illness or other good cause must notify the Faculty Office of the Parent Department for the programme concerned promptly. The Faculty Office will forward the information to the appropriate module tutor(s) and the progress tutor. *In cases where absence through illness extends beyond one week, the student must provide a medical certificate.*

Students should note that poor attendance in professionally-focussed programmes or modules may result in referral to the Academic and Professional Misconduct Panel.

Following a 15 working day period of continuous lack of engagement with designated learning activities, students who fail to respond to correspondence regarding their attendance, or who

then fail to improve their attendance to a level deemed satisfactory by the Head of Department, will be deemed to have withdrawn from their programme of study and appropriate authorities will be notified.

For non-EU international students, reporting of absence will be in accordance with home office visa requirements as defined from time to time.

5 Assessment

All candidates must present for assessment in order to gain credits for a module.

Each module is assessed by the end of the semester in which it is completed, unless a deferred first opportunity has been granted (see regulation 5.6). The results of assessments shall be returned to Academic Registry (Student Administration) in accordance with the Guidance for Examiners. Every student will normally be advised of the outcome of assessment at the end of each Academic Year, by means of an individual transcript so that he/she may be counselled on his/her Programme of Study.

5.1 Marking Scale

All modules which are marked on a numerical scale are assessed on a scale of 1-100. Modules which are not assessed on a numerical scale are assessed on a pass/fail basis.

5.1.1 Pass Mark

In any particular module, which is marked on the numerical scale, a student must obtain a mark equal to, or greater than, **40** in order to pass the module and therefore be awarded the credits for that module.

5.2 Late Submission of Course work

5.2.1 Extensions

The deadlines for the submission of essays/dissertations and independently prepared work are published to candidates in advance of the period in which they are expected to complete the necessary work. If a candidate wishes to apply for an extension to the deadline s/he must apply for an extension from the Head of the relevant department, in advance of the original published deadline, and on a University College Extension Request Form.

Extensions will normally only be granted for up to 5 working days. If further time is required then the candidate should consider applying for a Deferred First Opportunity (see 5.6.1 below).

Extensions will be recorded by faculty offices who will be responsible for informing relevant module tutors when extensions have been granted.

5.2.2 Marking System for Late Submission of Course work marked on a Numerical Scale

A deduction of 5 marks will be made for assignments which are submitted in the 24-hour period immediately after the prescribed deadline. Subsequent deductions of 5 marks will be made for assignments submitted during subsequent 24-hour periods, down to a mark of 40% for undergraduate provision. Work submitted more than 5 working days after the published deadline will not be marked and a mark of zero will be returned. Please note that the 24-hour periods referred to above do not include weekends and bank holidays.

5.2.3 Marking System for Late Submission of Course work marked on a Pass/Fail Basis

If no extension has been granted, all coursework which is assessed on a pass/fail basis which is not submitted by the prescribed deadline will automatically be awarded a mark of "fail".

5.3 Submission of Coursework in Excess of a Specified Limit

It is the responsibility of the student to submit work which is within the specified limit and to include a word count on all written assessed coursework. Examiners will disregard that part of a piece of assessed work which exceeds the specified limit by 10% or more. If it is considered that a student has falsified the word count on an item of his/her coursework he/she will be referred to the Academic & Professional Misconduct Panel.

5.4 Use of a Dictionary in Examinations

The use of a dictionary may be permitted for all students as an examination tool in certain modules. Such use of a dictionary must be indicated within the examination paper rubric.

Where such permission is not given, approval may still be given for certain students to use a dictionary in an examination:

- (i) students who are registered on a degree programme and whose native language is not English may apply to the Academic Registrar for permission to use an English Language dictionary in examinations;
- (ii) students who are registered on a non-degree programme and whose native language is not English may apply to the Academic Registrar for permission to use a Translation dictionary in examinations.

Application forms for dictionary use are available from Academic Registry (Student Administration) and must be returned not later than two weeks before an examination period.

5.5 Disabilities Affecting a Candidate's Performance

If a candidate has a disability or chronic medical condition which they believe will affect their performance in assessments, they should make an appointment to see the Disability Co-ordinator in order to complete a request form for special arrangements for assessment. This form will be processed by the University College and the student will be informed by Academic Registry (Student Administration) of arrangements which have been put in place.

Candidates must inform Academic Registry (Student Administration) of any impairment/disability immediately it is evident and, in any case, not less than 2 weeks before on on-set of the examination period if special arrangements are being requested for formal examinations.

5.6 Special Factors Affecting a Candidate's Performance

5.6.1 Deferred First Opportunity (DFO)

If a candidate's performance is affected or if s/he is prevented from **taking** or **completing** an assessment through illness or through some other sufficient cause, the candidate must make a formal application to the Academic Registrar on the required form (see regulation 5.6.1.1) for a Deferred First Opportunity.

Deferred opportunity for assessment is available only to those students who:

- (i) have satisfied the attendance requirements of the module(s) concerned (see regulation 4); AND
- (ii) with good cause, have not completed sufficient assessment in the module(s) concerned for a mark to be returned.

A student who satisfies the criteria (i) and (ii) above, may, however, forgo the deferred opportunity for assessment. In such a case, the student may be permitted to progress or to apply for an award, provided he/she is otherwise eligible for progression or an award. In such cases, the Board of Examiners will determine whether the student may progress or receive an award.

5.6.1.1 Application

If a candidate wishes to apply for a Deferred First Opportunity then he/she must make a written application on the required form to the Academic Registrar. As part of this process the candidate will be expected to supply independent documentary evidence in support of their request.

Examples of admissible supporting evidence are shown below:

FACTOR	ADMISSIBLE EVIDENCE
Illness	Medical certificate from a doctor stating the nature, severity and duration of the illness
Crime (e.g. burglary)	Official police crime report
Bereavement	Death Certificate
Motor Incident/Accident	Police report/Hospital admission certificate
Other	Written evidence from an independent third party who has first-hand knowledge of the situation

If evidence is found to be false, the candidate will be referred to the Academic & Professional Misconduct Panel

The application should be made as soon as possible after the circumstances affecting the candidate's ability to be assessed become apparent. Normally such applications must be made no later than the date of the assessment to which the application relates, but in exceptional circumstances, the above procedures may be applied to retrospective applications.

DFO application forms are available from Academic Registry (Student Administration), Faculty Offices and on the web.

5.6.1.2 Approval Process

- (i) Academic Registry (Student Administration) will forward the application and any supporting evidence to the appropriate Chairperson of Panel(s) of Examiners;
- (ii) The Chairperson of Panel(s) of Examiners will consider the request, indicate in writing their support (or otherwise) for the case and return the application to Academic Registry (Student Administration);
- (iii) The application, together with any supporting evidence and the statement(s) from the Chairperson of the Panel(s) of Examiners will be forwarded by Academic Registry (Student Administration) to the Chairperson of the relevant Board of Examiners for decision;
- (iv) The decision of the Chairperson of the Board of Examiners will be notified by Academic Registry (Student Administration) to the student within 7 days of the decision being made.

5.6.1.3 Timing of DFO Assessment

A student granted a deferred opportunity will be assessed at the next suitable assessment/re-assessment period by agreement with the Chairperson of Panel of Examiners/Programme Director.

5.6.1.4 Re-Application

A student who is unfit for the DFO assessment may apply for a further deferred opportunity on the next scheduled occasion for assessment in the module, provided that they supply medical or other independent evidence in support of their request. Any such request will be subject to the process in 5.6.1.2 above. If no application is made, the candidate will forfeit the deferred opportunity.

5.6.1.5 Cancellation

Once a DFO has been approved it remains in place until either:

- (i) written notification is submitted by the student to Academic Registry (Student Administration) informing Academic Registry (Student Administration) that the student wishes to cancel the DFO. Such notification must be received 24 hours prior to the examination/assessment deadline in question; or
- (ii) in the case of the DFO relating to coursework, a piece of work is submitted by the student. This work will be assumed to be that submitted in respect of the attempt to which the deferred opportunity applies.

5.7 Assessment failure

5.7.1 Eligibility to Re-sit a failed Assessment

When a student fails in the assessment for a module, he/she will be permitted two further attempts (except in the final level (Level 6) - see 5.7.3 below) to redeem the credits for the module by re-sitting the assessment, repeating the module, or, subject to Programme requirements, by taking a substitute module of the same credit value. This provision will not apply if a student chooses not to avail of any opportunity for re-assessment for credits which are not required for progression and he/she proceeds to the next level; in such cases he/she will thereby forfeit the opportunity for re-assessment in the module(s) concerned.

5.7.2 Permission/Requirement to Re-sit a failed Assessment

When a student is awarded a fail mark, one of the following decisions will be taken by the Board of Examiners, acting on the recommendation of the Panel of Examiners:

- (i) the student will fail the module or modules concerned, but will be permitted the opportunity for re-assessment, subject to the provisions of Regulation 5.7.1;
- (ii) in the case of 4/4a only, the student will fail the module or modules concerned and either:
 - (a) be permitted the opportunity for re-assessment, subject to the provisions of Regulation 5.7.1; OR
 - (b) in order to be able to progress, be required to present for re-assessment and be judged to have made a substantive attempt which, for the purposes of the transcript, will be denoted by a mark of no less than 20; OR
 - (c) in order to be able to progress¹, be required to repeat the module, present for re-assessment and be judged to have made a substantive attempt which, for the purposes of the transcript, will be denoted by a mark of no less than 20; OR
 - (d) in order to gain credit for the module, be required to repeat the module, present for re-assessment and obtain a pass.

In the case of (ii) (b) and (ii) (c), the student may be obliged to withdraw temporarily until the requirements of the Board of Examiners have been satisfied.

5.7.3 Failing a Module at the Final Level (Level 6)

When a failed module occurs in the final level, i.e. in Level 6, entitlement to attempt to redeem credits will be as follows:

- (i) a student who has sufficient credits for the award of an Honours Degree shall have no entitlement;
- (ii) a student who has sufficient credits for the award of an Ordinary Degree but insufficient for an Honours Degree shall have no entitlement, except that, in a case where both the mean and median mark fall within the Honours range, the student will, subject to the provisions of 5.7.1, be eligible for one further attempt to redeem credits sufficient for the award of an Honours Degree. A student who becomes eligible for the award of Honours by means of this provision shall be awarded Third Class Honours;
- (iii) a student who has insufficient credits for the award of an Ordinary Degree shall, subject to the provisions of 5.7.1, be eligible for one further attempt to redeem credits sufficient for the award of an Ordinary Degree. He/she will *not* be eligible to redeem credits sufficient for the award of an Honours Degree.

The re-assessment of failed Level 6 modules will normally be held in October of the next Academic Year so as to allow for graduation at a December ceremony.

5.7.4 Repeating or Substituting a Failed Module

When a failed module renders a student ineligible for progression and, under the provisions of 5.7.1, the student registers to repeat or to substitute a module:

- (i) he/she will normally be required to withdraw from the Programme and register as a part-time student until such time as he/she has satisfied the requirements for progression;
AND

¹ It is expected that 5.7.2 (ii) (c) will only be used in highly exceptional circumstances.

- (ii) part-course tuition fees, payable by the student, will apply and any credit will not be awarded until they have been paid;
- (iii) in the case of substitution, he/she thereby forgoes any entitlement to re-assessment in the failed module;
- (iv) the maximum mark awarded will be the minimum required for credit (i.e. a mark of 40).

5.7.5 Re-Assessments

5.7.5.1 Application to Re-sit

Any student intending to re-sit a module (regardless of the form of assessment) should apply to Academic Registry (Student Administration) on the correct form by the published deadline. The student will then be notified by Academic Registry (Student Administration) of the fee due and the deadline by which this fee must be submitted. Failure to do so may result in the candidate not being permitted to re-sit the module and so forfeiting a re-sit opportunity.

5.7.5.2 Number of Re-sit Opportunities Permitted

When a student is permitted to attempt to redeem credits for a module failed at the first attempt, then, whether the attempt at redemption is undertaken by re-sitting or repeating or substitution or any combination of these, a student shall be permitted two opportunities to redeem the credits (except at the final level (Level 6) - see 5.7.3 above).

5.7.5.3 Timing of Re-sit Opportunities

Unless the Panel of Examiners or Board of Examiners agrees otherwise, a student is expected to use the two occasions when the failed assessment is next offered as their two re-sit opportunities.

The normal periods of re-sit opportunities are as follows:

Level 4/4a: June/July and August/September prior to the formal start of the next academic year;

Level 4b/5: August/September and the first opportunity in the next academic year;

Level 6/6B finalists: In accordance with regulation 5.7.3 any finalist eligible to re-sit is permitted one re-sit opportunity only. The re-sit period for finalists is normally October in the next academic year. Students who are successful in their re-sits will have the opportunity to attend a graduation ceremony normally held in December.

Timing of re-sits for the sole purpose of meeting requirements for Qualified Teacher Status or Graduate Basis for Registration of the British Psychological Society will be at the discretion of the Dean of the Faculty of Education or the Head of Psychology respectively.

In making re-sit decisions for level 4 students, the Board of Examiners and/or Panel of Examiners will give consideration to individual loading and will provide advice on the recommended balance of re-assessment to be taken at each opportunity. In some instances it may recommend repeat of study for the following year.

If a student **chooses** not to use one of these assessment periods then they forfeit an opportunity to re-sit the module.

A student who is unfit for the re-assessment may apply again for re-assessment on the next scheduled occasion for assessment in the module, provided that they supply medical evidence in support of their request. In such cases no opportunity will be forfeited. If, however, no application is made, the candidate will forfeit the opportunity.

5.7.5.4 Scope of Material to be Re-assessed

If a student is re-sitting a module which has more than one component of assessment, and has passed one or more components of the module, it is at the discretion of the Chairperson of the Panel of Examiners as to the number of components re-assessed.

5.7.5.5 Recording of Re-sit Marks

Where a candidate is attempting to redeem credits by re-sitting, repeating or substituting one or more modules, the candidate shall not be awarded a mark higher than the minimum required for credit (i.e. a mark of 40).

In such cases it is the higher of the marks attained that will appear on the transcript and will be used, if appropriate, in the degree classification calculation.

5.7.5.6 Re-sitting a Module following a period of Illness

A student who is granted a DFO as a result of illness may, at the discretion of the Chairperson of the Panel of Examiners, be required to submit medical evidence confirming that he/she is fit to undergo re-assessment. In such cases this evidence will be required before any re-assessment can take place.

5.8 Academic and Professional Misconduct

5.8.1 Definition of Academic Misconduct

Academic misconduct encompasses all kinds of academic dishonesty including:

5.8.1.1 Plagiarism

Any work submitted for assessment must, unless collaborative work has been specifically permitted in the assignments guidelines, be the individual student's own work. In any event, whether the work is from an individual or a permitted collaboration, any passages quoted, from whatever source, must be clearly marked as quotations, and such quotations and any passages which are paraphrased must be properly attributed to their authors. Failure to do so may be regarded as plagiarism.

5.8.1.2 Cheating in Examinations

In a formal examination situation, students are expressly forbidden to copy from another candidate or from notes and that they are also forbidden to communicate with other candidates or with any person(s) except the invigilators. Any such actions will be regarded as cheating in examinations.

5.8.1.3 Collusion

Students who take part in inappropriate or illicit collaboration with other students with the intention of gaining advantage individually or for a group will be regarded as having colluded.

5.8.1.4 Fabrication/falsification

Any student found to have tampered with or defrauded official documentation, or fabricated data or other such content will be regarded as having fabricated/falsified material.

5.8.1.5 Impersonation

Any student found to be assuming the identity of a third party in order to gain access or advantage will be deemed guilty of impersonation.

5.8.2 Definition of Professional Misconduct

Professional misconduct encompasses any actions on the part of a student which might render them unsuitable to undertake/continue a professionally-oriented component of their programme of study. Examples of professional misconduct include:

5.8.2.1 Lack of preparation for/engagement with professional component

If a student's lack of preparation for/engagement with a professional component of their programme of study renders them unlikely to succeed on that component, or would put the reputation of the University College at risk should the student undertake/continue the component, this will be deemed professional misconduct.

5.8.2.2 Failure to comply with an approved Code of Professional Conduct

If a student fails to comply with an approved Code of Professional Conduct, in place in relation to a professionally oriented programme (eg programmes of initial teacher training), this will be deemed professional misconduct.

5.8.2.3 General Inappropriate Behaviour

If a student's behaviour is found to be such that it renders them unlikely to succeed on a professional component in their programme, or would put the reputation of the University College at risk should the student undertake/continue the component, this will be deemed professional misconduct.

5.8.3 Action to be taken in cases of Academic and/or Professional Misconduct

All cases of academic and/or professional misconduct will be dealt with, either at Faculty level by a Faculty Panel or centrally by the Academic and Professional Misconduct Panel, in accordance with the Student Academic and Professional Misconduct Procedure.

5.8.4 Typical Penalties for Academic or Professional Misconduct

Typical penalties available to a Faculty Panel and the Academic and Professional Misconduct Panel are set out in the Student Academic and Professional Misconduct Procedure.

6 **Credit Accumulation**

At the end of each academic year, credit is awarded by the Board of Examiners to those students who have satisfied the requirements in respect of the modules for which they are registered.

7 **Credit Transfer for Students Registered for a Degree**

7.1 Exchange Programmes

Formal provision may exist from time to time for student exchange between the University College and other specified institutions, details of which may be obtained from the International Development Manager in the case of overseas exchanges, and the Academic Registrar in the case of UK exchanges. Application should be made according to the procedure in 7.2.1. Credits awarded to Leeds Trinity students whilst studying on exchange programmes will be recognised (see regulations 7.2.3 and 7.2.4) as contributing to the requirements for the award of the Degree, provided that an official transcript of the study is lodged with Academic Registry (Student Administration) on the student's return to the University College.

7.2 Leave of Absence

Any student registered on a Programme of Study may apply for leave of absence from the University College in order to accumulate credits at another institution, in Britain or overseas. Such credits may contribute to the requirements for the award of the Degree, but recognition of externally-awarded credits may be obtained only by the following procedure:

7.2.1 Application

The student must, no later than six weeks prior to the start of the first semester of the intended exchange or leave of absence:

- (i) submit in writing to the Heads of Departments responsible for his/her Programme of Study an application, supported by his/her Progress Tutor, for leave of absence for study at another recognised institution; AND
- (ii) specify in the application the module(s) he/she proposes to study and the institution at which they are to be studied; AND
- (iii) specify in the application the module(s) at Leeds Trinity for which the external credits are to be substituted; AND
- (iv) attach a statement from the destination institution that the proposed study does not

affect the funding of the student's tuition and does not commit the University College to any expenditure on tuition or maintenance on the student's behalf.

7.2.2 Approval

If the Head(s) of Departments responsible for the student's Programme approve the application, they should confirm to Academic Registry (Student Administration) that the substitution satisfies the requirements of the Programme, by providing an explicit statement of modules to be studied and substituted and how the marks will be translated to the Leeds Trinity scale. Academic Registry (Student Administration) will then issue the student with a statement of the terms and conditions of the approval.

The student is responsible for completing any procedures required by other institutions and/or his/her LEA, for the payment of fees. Except as specifically provided for in the terms of a formal exchange agreement with another institution, Leeds Trinity will charge no fee to the student other than the cost of any expenses incurred by the University College in the provision of a transcript, e.g. any cost charged by the other institution for provision of appropriate results and information.

7.2.3 Recognition

On returning to the University College from an authorised leave of absence, the student must:

- (i) complete registration procedures as required under regulation 3 above; AND
- (ii) submit to Academic Registry (Student Administration) an official transcript of the study undertaken elsewhere.

7.2.4 Marking Scales for Students Studying Abroad

7.2.4.1 Study in the USA

The University College will translate marks received from partner institutions in the USA according to the following scale. The translated marks will be stored on the student records systems and will appear on the student transcript.

USA letter grade	University of Leeds Mark Range Translation	Leeds Trinity Recorded Mark
A	High A Mid A Low A	79 74 69
A-	64 – 67	66
B+	60 – 63	62
B	54 – 59	57
B-	49 – 53	51
C+	44 – 48	46
C	38 – 43	40
C ₌	36 – 37	37
D	34 – 35	35

7.2.4.2 Study Abroad in Countries other than the USA

All marks will be returned to Academic Registry (Student Administration) as “Pass” or “Fail”, will be stored as such on the student records system and appear on the student transcript as “Pass” or “Fail”.

8 Progression and Award

8.1 Three-Year BA/BSc Programmes

On entering a BA/BSc (non-QTS) programme, a student will be subject to the following set of regulations throughout the duration of their study. If a student is given permission to transfer programme to a QTS programme, he/she will thereby become subject to the regulations set out in 8.3.

8.1.1 Duration Of Programme

A student may proceed to the Honours Degree of Bachelor by following an approved Programme of Study for not less than three academic years and not more than eight calendar years from the date of first registration upon the Degree, and by passing the prescribed assessments.

The normal duration of the programme is 3 years full-time or 6 years part-time.

8.1.2 Progression

In order to progress from one level to the next and to be eligible for an award, students must satisfy:

- (i) the following general requirements:
 - (a) to progress from Level 4 to Level 5 of any Programme of Study, a student must have obtained a minimum of 100 credits at Level 4 or above;
 - (b) to progress from Level 5 to Level 6 of any Programme of Study, a student must have obtained a minimum of 100 credits at Level 5 or above;
- (ii) In addition students must satisfy all the specific requirements of the Programme of Study

8.1.3 Eligibility for Award

All students are registered on admission for a Programme of Study leading to the award of the Honours Degree. A student may, however, apply for the award of a lower level of qualification described in regulations 8.1.3.2, 8.5.3.1 and 8.6.2.1 if:

- (i) he/she has obtained the necessary credits for a lower level award but has failed to obtain the necessary credits to progress to the next level or to qualify for the Honours Degree;
OR
- (ii) he/she has obtained the necessary credits for a lower level of qualification but does not wish to continue to the next stage of the Programme.

In the case of (ii) above, on publication of results, a student may apply in writing to Academic Registry (Student Administration) to terminate his/her Programme of Study, and apply for the award of the alternative qualification for which he/she is eligible. Before making an application, the student is advised to seek advice from relevant academic staff and the Director of Student Support Services.

Any award is subject to confirmation of all results of assessment and confirmation that the student is in good standing.

In accepting a lower level of qualification, the student is withdrawing from the Honours Degree programme, and therefore from the University College, and may not subsequently continue to the next stage of the Programme.

8.1.3.1 Honours Degree

To be eligible for the award of an Honours Degree in a Programme of 360 credits a student must have obtained a minimum of 300 credits, including a minimum of 100 credits at the final level (level 6) and a classification grade within the Honours range; i.e. between 4.0 and 10.0.

8.1.3.2 Ordinary Degree

To be eligible for the award of an Ordinary Degree in a Programme of 360 credits a student must have obtained a minimum of 260 credits, including a minimum of 60 credits at the final level (level 6).

8.1.4 Classification Calculation

This calculation does not include any level one marks or any modules for which marks are returned on a pass/fail basis.

- **Identify the Modules to be Used in the Classification Calculation (“classifiable modules/credit”)**

All level 5 and 6 numerical marks are listed with the credits associated with each module.

- **Translate Marks to Classification Grades**

Translate the numerical marks to classification grades using the translation table in section 8.9.

- **Take account of credit values of modules:**

Multiply classification grades as follows to obtain credit-weighted classification grades (CCGs):

Credit Value	Action Required
10	None
20	Multiply by 2
30	Multiply by 3
40	Multiply by 4

- **Calculate Two Averages**

1 1:1 Average

$$1:1 \text{ Average} = \frac{10 \times (\text{Level 5 CCGs} + \text{Level 6 CCGs})}{\text{Sum of (Level 5 and Level 6 Credits)}}$$

2 1:2 Average

$$1:2 \text{ Average} = \frac{10 \times (\text{Level 5 CCGs} + (2 \times \text{Level 6 CCGs}))}{\text{Sum of Level 5 credits} + (2 \times \text{Sum of Level 6 credits})}$$

- **Identify the Higher Average**

- **Compare the Higher Average against the following threshold table:**

Classifications will be determined by the higher average in relation to the following threshold table:

Range into which Higher average falls	Classification Obtained
6.85 - 10.0	I
5.90 – 6.84	II(i)
4.95 – 5.89	II(ii)
4.00 – 4.94	III
3.70 – 3.99	Ordinary

All students whose higher average falls below a threshold by 0.05 or less (single honours students) or 0.1 or less (joint honours and major/minor students) (known as the borderline range), will be given particular consideration by the Board of Examiners in accordance with a set of criteria approved in advance by the Board. The criteria currently approved at time of publication are set out below:

Candidates will be deemed eligible for discretionary consideration by the sub-committee and Board as to whether their overall classification should be raised if:

(1) The final classification grade falls within a borderline range; and (2) the following minimum credits are achieved in the higher classification:

For programmes of 220-240 classifiable credits – 80 credits

For programmes of 160-180 classifiable credits – 60 credits

For direct entry students with 120 classifiable credits – 40 credits

Candidates who satisfy (1) and (2) above, and have the majority of credits in the higher class, will be awarded the higher classification

Candidates who satisfy (1) and (2) above but do not have the majority of credits in the higher class will be given detailed consideration by the sub-committee and Board, who will make a judgement on overall performance including an overview of individual module marks within classification boundaries; the spread of marks; exit velocity and

any circumstances drawn to the attention of the sub-committee/Board. (Exit velocity will only be taken into consideration if the unweighted mean grade is within the borderline range).

8.2 Four Year BA(QTS)/BSc(QTS) Programmes (entry up to 2006/07)

On entering a BA/BSc (QTS) programme, a student will be subject to the following set of regulations throughout the duration of their study. If a student is given permission to transfer programme to a non-QTS programme, he/she will thereby become subject to the regulations set out in 8.1.

Students should note that any reference to having satisfied QTS requirements contained in this handbook refers only to the requirements contained in the programme of study. In addition to satisfying these programme requirements candidates will also need to pass the National Skills Tests in order to be awarded QTS. Details of the skills tests requirements may be obtained from the Dean of the Faculty of Education.

8.2.1 Duration of Programme

A student may proceed to the Honours Degree of Bachelor with QTS by following an approved Programme of Study for not less than four academic years and not more than eight calendar years from the date of first registration upon the Degree, and by passing the prescribed assessments. The normal duration of the programme is 4 years full-time.

8.2.2 Progression

In order to progress from one level to the next and to be eligible for an award, students must satisfy the following general requirements:

- (i) to progress from Level 4 to Level 5 of any Programme of Study, a student must have obtained a minimum of 100 credits at Level 4 or above;
- (ii) to progress from Level 5 to Level 6a of any Programme of Study, a student must have obtained a minimum of 100 credits at Level 5 or above;
- (iii) to progress from Level 6a to Level 6b of any Programme leading to QTS, a student must have obtained a minimum of 100 credits at Level 6a or above;

in addition students must satisfy all the specific requirements of the Programme of Study.

8.2.3 Eligibility for Award

All students are registered on admission for a Programme of Study leading to the award of the Honours Degree. All degree programmes are designed to lead to the award of the Honours Degree of Bachelor leading to Qualified Teacher Status. A student may, however, apply for the award of a lower level of qualification described in 8.2.3.3, 8.2.3.4, 8.5.3.1 and 8.6.2.1 if:

- (i) he/she has obtained the necessary credits for a lower level award but has failed to obtain the necessary credits to progress to the next level or to qualify for the Honours Degree;
OR
- (ii) he/she has obtained the necessary credits for a lower level of qualification but does not wish to continue to the next stage of the Programme.

In the case of (ii) above, on publication of results, a student may apply in writing to Academic Registry (Student Administration) to terminate his/her Programme of Study, and apply for the award of the alternative qualification for which he/she is eligible. Before making an application, the student is advised to seek advice from relevant academic staff and the Director of Student Support Services.

Any award is subject to confirmation of all results of assessment and confirmation that the student is in good standing.

In accepting a lower level of qualification, the student is withdrawing from the Honours Degree programme, and therefore from the University College, and may not subsequently continue to the next stage of the Programme.

8.2.3.1 Honours Degree leading to QTS

To be eligible for the award of an Honours Degree leading to QTS in a QTS Programme of 480 credits, a student must have obtained a minimum of 400 credits, including a minimum of 100 at the final level (level 6b), satisfied all the requirements for QTS and have a classification grade within the Honours range; i.e. between 4.0 and 10.0.

8.2.3.2 Honours Degree without QTS

To be eligible for the award of an Honours Degree without QTS in a QTS Programme of 480 credits a student must have obtained a minimum of 400 credits, including a minimum of 100 credits at the final level (level 6b) and a classification grade within the Honours range; i.e. between 4.0 and 10.0, without satisfying the requirements for QTS.

Note 1: All students will normally progress to level 6b of the Honours Degree with QTS programme on completion of level 6a.

Note 2: Students will only be considered for the Honours Degree without QTS in the following highly exceptional circumstances:

- (i) students who have progressed to Level 6b of the Honours Degree leading to QTS, who satisfy the requirements for an honours degree, but who fail to satisfy the requirements for QTS at level 6b after exhausting opportunities for QTS re-assessment;
- (ii) students who have progressed, or are eligible to progress, to level 6b of the Honours Degree leading to QTS, but are unable, on health grounds, to follow the schools-based modules at level 6b. In such exceptional cases, the Dean of the Faculty will propose an ad hoc programme of study for the individual student for level 6b;

8.2.3.3 Ordinary Degree leading to QTS

To be eligible for the award of an Ordinary Degree leading to QTS in a QTS Programme of 480 credits, a student must have obtained a minimum of 300 credits, including a minimum of 100 credits at level 6a, progressed to level 6b and in sum have satisfied all the programme requirements for QTS.

8.2.3.4 Ordinary Degree without QTS

To be eligible for the award of an Ordinary Degree without QTS in a QTS Programme of 480 credits a student must have obtained a minimum of 300 credits, including a minimum of 100 credits at level 6a.

8.2.4 Classification Calculation

This calculation does not include any level 4 or level 5 marks or any modules for which marks are returned on a pass/fail basis.

- **Identify the Modules to be Used in the Classification Calculation (“classifiable modules/credit”)**

All level 6a numeric subject study marks and level 6a and 6b numeric education marks are listed with the credits associated with each module.

- **Translate Marks to Classification Grades**

Translate the numerical marks to classification grades using the translation table in section 8.9.

- **Take account of credit values of modules:**

Multiply classification grades as follows to obtain credit-weighted classification grades (CCGs):

Credit Value	Action Required
10	None
20	Multiply by 2
30	Multiply by 3
40	Multiply by 4

- **Calculate Two Averages**

3 1:1 Average

$$1:1 \text{ Average} = \frac{10 \times (\text{Level 6a CCGs} + \text{Level 6b CCGs})}{\text{Sum of Level 6a and Level 6b Credits}}$$

4 1:2 Average

$$1:2 \text{ Average} = \frac{10 \times (\text{Level 6a CCGs} + (2 \times \text{Level 6b CCGs}))}{\text{Sum of Level 6a credits} + (2 \times \text{Sum of Level 6b credits})}$$

- **Identify the Higher Average**
- **Compare the Higher Average against the following threshold table:**

Range into which Higher average falls	Classification Obtained
6.85 - 10.0	I
5.90 - 6.84	II(i)
4.95 - 5.89	II(ii)
4.00 - 4.94	III
3.70 - 3.99	Ordinary

All students whose higher average falls below a threshold by 0.1 or less (known as the borderline range), will be given particular consideration by the Board of Examiners in accordance with a set of criteria approved in advance by the Board. The criteria currently approved at time of publication are set out below:

Candidates will be deemed eligible for discretionary consideration by the sub-committee and Board as to whether their overall classification should be raised if:

(1) The final classification grade falls within a borderline range; and (2) the following minimum credits are achieved in the higher classification:

For programmes of 220-240 classifiable credits – 80 credits

For programmes of 160-180 classifiable credits – 60 credits

For direct entry students with 120 classifiable credits – 40 credits

Candidates who satisfy (1) and (2) above, and have the majority of credits in the higher class, will be awarded the higher classification

Candidates who satisfy (1) and (2) above but do not have the majority of credits in the higher class will be given detailed consideration by the sub-committee and Board, who will make a judgement on overall performance including an overview of individual module marks within classification boundaries; the spread of marks; exit velocity and any circumstances drawn to the attention of the sub-committee/Board. (Exit velocity will only be taken into consideration if the unweighted mean grade is within the borderline range).

8.3 Four Year BA(QTS) Programmes (entry in or after 2007/08)

On entering a BA (QTS) programme, a student will be subject to the following set of regulations throughout the duration of their study. If a student is given permission to transfer programme to a non-QTS programme, he/she will thereby become subject to the regulations set out in 8.1.

Students should note that any reference to having satisfied QTS requirements contained in this handbook refers only to the requirements contained in the programme of study. In addition to satisfying these programme requirements candidates will also need to pass the National Skills Tests in order to be awarded QTS. Details of the skills tests requirements may be obtained from the Dean of the Faculty of Education.

8.3.1 Duration of Programme

A student may proceed to the Honours Degree of Bachelor with QTS by following an approved Programme of Study for not less than four academic years and not more than eight calendar

years from the date of first registration upon the Degree, and by passing the prescribed assessments. The normal duration of the programme is 4 years full-time. The levels attached to the four years are 4a, 4b, 5 and 6.

8.3.2 Progression

In order to progress from one level to the next and to be eligible for an award, students must satisfy the following general requirements:

- (i) to progress from Level 4a to Level 4b of any Programme of Study, a student must have obtained a minimum of 100 credits at Level 4a or above;
- (ii) to progress from Level 4b to Level 5 of any Programme of Study, a student must have obtained a minimum of 100 credits at Level 4b or above;
- (iii) to progress from Level 5 to Level 6 of any Programme leading to QTS, a student must have obtained a minimum of 100 credits at Level 5 or above;

in addition students must satisfy all the specific requirements of the Programme of Study.

8.3.3 Eligibility for Award

All students are registered on admission for a Programme of Study leading to the award of the Honours Degree. All degree programmes are designed to lead to the award of the Honours Degree of Bachelor leading to Qualified Teacher Status. A student may, however, apply for the award of a lower level of qualification described in 8.3.3.3, 8.5.3.1 and 8.6.2.1 if:

- (i) he/she has obtained the necessary credits for a lower level award but has failed to obtain the necessary credits to progress to the next level or to qualify for the Honours Degree;
OR
- (ii) he/she has obtained the necessary credits for a lower level of qualification but does not wish to continue to the next stage of the Programme.

In the case of (ii) above, on publication of results, a student may apply in writing to Academic Registry (Student Administration) to terminate his/her Programme of Study, and apply for the award of the alternative qualification for which he/she is eligible. Before making an application, the student is advised to seek advice from relevant academic staff and the Director of Student Support Services.

Any award is subject to confirmation of all results of assessment and confirmation that the student is in good standing.

In accepting a lower level of qualification, the student is withdrawing from the Honours Degree programme, and therefore from the University College, and may not subsequently continue to the next stage of the Programme.

8.3.3.1 Honours Degree leading to QTS

To be eligible for the award of an Honours Degree leading to QTS in a QTS Programme of 480 credits, a student must have obtained a minimum of 400 credits, including a minimum of 100 at the final level (level 6), satisfied all the requirements for QTS and have a classification grade within the Honours range; i.e. between 4.0 and 10.0.

8.3.3.2 Honours Degree without QTS

To be eligible for the award of an Honours Degree without QTS in a QTS Programme of 480 credits a student must have obtained a minimum of 400 credits, including a minimum of 100 credits at the final level (level 6) and a classification grade within the Honours range; i.e. between 4.0 and 10.0, without satisfying the requirements for QTS.

Note 1: All students will normally progress to level 6 the Honours Degree with QTS programme on completion of level 5.

Note 2: Students will only be considered for the Honours Degree without QTS in the following highly exceptional circumstances:

- (i) students who have progressed to level 6 of the Honours Degree leading to QTS, who satisfy the requirements for an honours degree, but who fail to satisfy the requirements for QTS at level 6 after exhausting opportunities for QTS re-assessment;
- (ii) students who have progressed, or are eligible to progress, to level 6 of the Honours

Degree leading to QTS, but are unable, on health grounds, to follow the schools-based modules at level 6. In such exceptional cases, the Dean of the Faculty will propose an ad hoc programme of study for the individual student for level 6;

8.3.3.3 Ordinary Degree without QTS

To be eligible for the award of an Ordinary Degree without QTS in a QTS Programme of 480 credits a student must have obtained a minimum of 360 credits, including a minimum of 60 credits at level 6.

8.3.4 Classification Calculation

This calculation does not include any level 4 marks or any modules for which marks are returned on a pass/fail basis.

- **Identify the Modules to be Used in the Classification Calculation (“classifiable modules/credit”)**

All level 5 and 6 numerical marks are listed with the credits associated with each module.

- **Translate Marks to Classification Grades**

Translate the numerical marks to classification grades using the translation table in section 8.9.

- **Take account of credit values of modules:**

Multiply classification grades as follows to obtain credit-weighted classification grades (CCGs):

Credit Value	Action Required
10	None
20	Multiply by 2
30	Multiply by 3
40	Multiply by 4

- **Calculate Two Averages**

5 1:1 Average

$$1:1 \text{ Average} = \frac{10 \times (\text{Level 5 CCGs} + \text{Level 6 CCGs})}{\text{Sum of (Level 5 and Level 6 Credits)}}$$

6 1:2 Average

$$1:2 \text{ Average} = \frac{10 \times (\text{Level 5 CCGs} + (2 \times \text{Level 6 CCGs}))}{\text{Sum of Level 5 credits} + (2 \times \text{Sum of Level 6 credits})}$$

- **Identify the Higher Average**
- **Compare the Higher Average against the following threshold table:**

Classifications will be determined by the higher average in relation to the following threshold table:

Range into which Higher average falls	Classification Obtained
6.85 - 10.0	I
5.90 - 6.84	II(i)
4.95 - 5.89	II(ii)
4.00 - 4.94	III
3.70 - 3.99	Ordinary

All students whose higher average falls below a threshold by 0.05 or less (known as the borderline range), will be given particular consideration by the Board of Examiners in accordance with a set of criteria approved in advance by the Board. The criteria currently approved at time of publication are set out below:

Candidates will be deemed eligible for discretionary consideration by the sub-committee and Board as to whether their overall classification should be raised if:

(1) The final classification grade falls within a borderline range; and (2) the following minimum credits are achieved in the higher classification:

For programmes of 220-240 classifiable credits – 80 credits

For programmes of 160-180 classifiable credits – 60 credits

For direct entry students with 120 classifiable credits – 40 credits

Candidates who satisfy (1) and (2) above, and have the majority of credits in the higher class, will be awarded the higher classification

Candidates who satisfy (1) and (2) above but do not have the majority of credits in the higher class will be given detailed consideration by the sub-committee and Board, who will make a judgement on overall performance including an overview of individual module marks within classification boundaries; the spread of marks; exit velocity and any circumstances drawn to the attention of the sub-committee/Board. (Exit velocity will only be taken into consideration if the unweighted mean grade is within the borderline range).

8.4 Foundation Degree Programmes

On entering a Foundation Degree programme, a student will be subject to the following set of regulations throughout the duration of their study. If a student is given permission to transfer to a programme leading to a different, he/she will thereby become subject to the progression and award regulations for the award concerned.

8.4.1 Duration Of Programme

A student may proceed to the Foundation Degree by following an approved Programme of Study for not less than two academic years and not more than eight calendar years from the date of first registration upon the Degree, and by passing the prescribed assessments.

8.4.2 Progression

In order to progress from one level to the next and to be eligible for an award, students must satisfy:

- (i) the general requirement that to progress from Level 4 to Level 5 a student must have obtained a minimum of 100 credits at Level 4 or above;
- (ii) the specific requirements of the Programme of Study

8.4.3 Eligibility for Award

All students are registered on admission for a Programme of Study leading to the award of the Foundation Degree. A student may, however, apply for the award of a lower level of qualification described in regulations 8.6.2.1, 8.7.3.1 and 8.8.2.1 if:

- (i) he/she has obtained the necessary credits for a lower level award but has failed to obtain the necessary credits to progress to the next level or to qualify for the Foundation Degree; OR
- (ii) he/she has obtained the necessary credits for a lower level of qualification but does not wish to continue to the next stage of the Programme.

In the case of (ii) above, on publication of results, a student may apply in writing to Academic Registry (Student Administration) to terminate his/her Programme of Study, and apply for the award of the alternative qualification for which he/she is eligible. Before making an application, the student is advised to seek advice from relevant academic staff and/or the Director of Student Support Services.

Any award is subject to confirmation of all results of assessment and confirmation that the student is in good standing.

In accepting a lower level of qualification, the student is withdrawing from the Foundation Degree programme, and therefore from the University College, and may not subsequently continue to the next stage of the Programme.

8.4.3.1 Award Requirements

To be eligible for the award of a Foundation Degree in a Programme of 240 credits a student must have obtained a minimum of 200 credits, including a minimum of 100 credits at the final level (level 5) and a classification grade of at least 4.0.

8.4.4 Award Calculation

This calculation does not include any modules for which marks are returned on a pass/fail basis.

- **Identify the Modules to be Used in the Award Calculation (“classifiable modules/credit”)**

All level 4 and 5 numerical marks are listed with the credits associated with each module.

- **Translate Marks to Award Grades**

Translate the numerical marks to award grades using the translation table in 8.9.

- **Take account of credit values of modules:**

Multiply award grades as follows to obtained credit-weighted award grades (CAGs):

Credit Value	Action Required
10	None
20	Multiply by 2
30	Multiply by 3
40	Multiply by 4

- **Calculate Two Averages**

7 1:1 Average

$$1:1 \text{ Average} = \frac{10 \times (\text{Level 4 CAGs} + \text{Level 5 CAGs})}{\text{Sum of (Level 4 and Level 5 Credits)}}$$

8 1:2 Average

$$1:2 \text{ Average} = \frac{10 \times (\text{Level 4 CAGs} + (2 \times \text{Level 5 CAGs}))}{\text{Sum of Level 4 credits} + (2 \times \text{Sum of Level 5 credits})}$$

- **Identify the Higher Average**
- **Compare the Higher Average against the following threshold table:**

Award categories will be determined by the higher average in relation to the following threshold table:

Range into which average falls	Classification Obtained
7.0 – 10.0	Distinction
6.0 – 6.99	Merit
4.00 - 5.99	Pass

All students whose higher average falls below a threshold by 0.05 or less (known as the borderline range), will be given particular consideration by the Board of Examiners in accordance with a set of criteria approved in advance by the Board. The criteria currently approved at time of publication are set out below:

Candidates will be deemed eligible for discretionary consideration by the sub-committee and Board as to whether their overall classification should be raised if:

(1) The final classification grade falls within a borderline range; and (2) the following minimum credits are achieved in the higher classification:

For programmes of 220-240 classifiable credits – 80 credits

For programmes of 160-180 classifiable credits – 60 credits

For direct entry students with 120 classifiable credits – 40 credits

Candidates who satisfy (1) and (2) above, and have the majority of credits in the higher class, will be awarded the higher classification

Candidates who satisfy (1) and (2) above but do not have the majority of credits in the higher class will be given detailed consideration by the sub-committee and Board, who will make a judgement on overall performance including an overview of individual module marks within classification boundaries; the spread of marks; exit velocity and any circumstances drawn to the attention of the sub-committee/Board. (Exit velocity will only be taken into consideration if the unweighted mean grade is within the borderline range).

8.5 Diploma of Higher Education (DipHE)

On entering a DipHE, a student will be subject to the following set of regulations throughout the duration of their study. If a student is given permission to transfer programme to a programme leading to a different award, he/she will thereby become subject to the progression and award regulations for the award concerned.

8.5.1 Duration Of Programme

A student may proceed to the DipHE by following an approved Programme of Study for not less than two academic years and not more than six calendar years from the date of first registration upon the programme, and by passing the prescribed assessments.

8.5.2 Progression

In order to progress from one level to the next and to be eligible for an award, students must satisfy:

- (i) the general requirement that to progress from Level 4 to Level 5 a student must have obtained a minimum of 100 credits at Level 4 or above;
- (ii) the specific requirements of the Programme of Study

8.5.3 Eligibility for Award

All students are registered on admission for a Programme of Study leading to the award of the DipHE. A student may, however, apply for the award of a lower level of qualification described in regulations 8.6.2.1, 8.7.3.1 and 8.8.2.1 if:

- (i) he/she has obtained the necessary credits for a lower level award but has failed to obtain the necessary credits to progress to the next level or to qualify for the DipHE;
OR
- (ii) he/she has obtained the necessary credits for a lower level of qualification but does not wish to continue to the next stage of the Programme.

In the case of (ii) above, on publication of results, a student may apply in writing to Academic Registry (Student Administration) to terminate his/her Programme of Study, and apply for the award of the alternative qualification for which he/she is eligible. Before making an application, the student is advised to seek advice from relevant academic staff and the Director of Student Support Services.

Any award is subject to confirmation of all results of assessment and confirmation that the student is in good standing.

In accepting a lower level of qualification, the student is withdrawing from the DipHE, and therefore from the University College, and may not subsequently continue to the next stage of the Programme.

8.5.3.1 Award Requirements

To be eligible for the award of a Diploma of Higher Education in a Programme of 240 credits a student must have obtained a minimum of 200 credits, including a minimum of 100 credits at the final level (level 5) and a classification grade of at least 4.0.

8.5.4 Award Calculation

This calculation does not include any modules for which marks are returned on a pass/fail basis.

- **Identify the Modules to be Used in the Award Calculation (“classifiable modules/credit”)**

All level 4 and 5 numerical marks are listed with the credits associated with each module.

- **Translate Marks to Award Grades**

Translate the numerical marks to award grades using the translation table in 8.9.

- **Take account of credit values of modules:**

Multiply award grades as follows to obtained credit-weighted award grades (CAGs):

Credit Value	Action Required
10	None
20	Multiply by 2
30	Multiply by 3
40	Multiply by 4

- **Calculate Two Averages**

9 1:1 Average

$$1:1 \text{ Average} = \frac{10 \times (\text{Level 4 CAGs} + \text{Level 5 CAGs})}{\text{Sum of (Level 4 and Level 5 Credits)}}$$

10 1:2 Average

$$1:2 \text{ Average} = \frac{10 \times (\text{Level 4 CAGs} + (2 \times \text{Level 5 CAGs}))}{\text{Sum of Level 4 credits} + (2 \times \text{Sum of Level 5 credits})}$$

- **Identify the Higher Average**
- **Compare the Higher Average against the following threshold table:**

Award categories will be determined by the higher average in relation to the following threshold table:

Range into which average falls	Classification Obtained
7.0 – 10.0	Distinction
6.0 – 6.99	Merit
4.00 - 5.99	Pass

All students whose higher average falls below a threshold by 0.05 or less (single honours students) or 0.1 or less (joint honours and major/minor students) (known as the borderline range), will be given particular consideration by the Board of Examiners in accordance with a set of criteria approved in advance by the Board. The criteria currently approved at time of publication are set out below:

Candidates will be deemed eligible for discretionary consideration by the sub-committee and Board as to whether their overall classification should be raised if:

(1) The final classification grade falls within a borderline range; and (2) the following minimum credits are achieved in the higher classification:

For programmes of 220-240 classifiable credits – 80 credits

For programmes of 160-180 classifiable credits – 60 credits

For direct entry students with 120 classifiable credits – 40 credits

Candidates who satisfy (1) and (2) above, and have the majority of credits in the higher class, will be awarded the higher classification

Candidates who satisfy (1) and (2) above but do not have the majority of credits in the higher class will be given detailed consideration by the sub-committee and Board, who will make a judgement on overall performance including an overview of individual module marks within classification boundaries; the spread of marks; exit velocity and any circumstances drawn to the attention of the sub-committee/Board. (Exit velocity will only be taken into consideration if the unweighted mean grade is within the borderline range).

8.6 Certificate of Higher Education (CertHE)

On entering a CertHE, a student will be subject to the following set of regulations throughout the duration of their study. If a student is given permission to transfer programme to a programme leading to a different award, he/she will thereby become subject to the progression and award regulations for the award concerned.

8.6.1 Duration Of Programme

A student may proceed to the CertHE by following an approved Programme of Study for not less than one academic year and not more than four calendar years from the date of first registration upon the programme, and by passing the prescribed assessments.

8.6.2 Eligibility for Award

All students are registered on admission for a Programme of Study leading to the award of the CertHE. A student may, however, apply for the award of a lower level of qualification described in regulation 8.8.2.1 if:

- (i) he/she has obtained the necessary credits for a lower level award but has failed to obtain the necessary credits to progress to the next level or to qualify for the CertHE;
OR
- (ii) he/she has obtained the necessary credits for a lower level of qualification but does not wish to continue to the next stage of the Programme.

In the case of (ii) above, on publication of results, a student may apply in writing to Academic Registry (Student Administration) to terminate his/her Programme of Study, and apply for the award of the alternative qualification for which he/she is eligible. Before making an application, the student is advised to seek advice from relevant academic staff and the Director of Student Support Services.

Any award is subject to confirmation of all results of assessment and confirmation that the student is in good standing.

In accepting a lower level of qualification, the student is withdrawing from the CertHE and therefore from the University College, and may not subsequently continue to the next stage of the Programme.

8.6.2.1 Award Requirements

To be eligible for the award of a Certificate of Higher Education in a Programme of 120 credits a student must have obtained a minimum of 100 credits at level 4 or above and a classification grade of at least 4.0.

8.6.3 Award Calculation

This calculation does not include any modules for which marks are returned on a pass/fail basis.

- **Identify the Modules to be Used in the Award Calculation (“classifiable modules/credit”)**

All level 4 numerical marks are listed with the credits associated with each module.

- **Translate Marks to Award Grades**

Translate the numerical marks to award grades using the translation table in 8.9.

- **Take account of credit values of modules:**

Multiply award grades as follows to obtain credit-weighted award grades (CAGs):

Credit Value	Action Required
10	None
20	Multiply by 2
30	Multiply by 3
40	Multiply by 4

- **Calculate the Average**

$$\text{Average} = \frac{10 \times \text{Sum of Level 4 CAGs}}{\text{Sum of Level 4 Credits}}$$

- **Compare the Average against the following threshold table:**

Award categories will be determined by the average in relation to the following threshold table:

Range into which average falls	Classification Obtained
7.0 – 10.0	Distinction
6.0 – 6.99	Merit
4.00 - 5.99	Pass

All students whose average falls below a threshold by 0.05 or less (single honours students) or 0.1 or less (joint honours and major/minor students) (known as the borderline range), will be given particular consideration by the Board of Examiners in accordance with a set of criteria approved in advance by the Board. The criteria currently approved at time of publication are set out below:

Candidates will be deemed eligible for discretionary consideration by the sub-committee and Board as to whether their overall classification should be raised if:

(1) The final classification grade falls within a borderline range; and (2) the following minimum credits are achieved in the higher classification:

For programmes of 220-240 classifiable credits – 80 credits

For programmes of 160-180 classifiable credits – 60 credits

For direct entry students with 120 classifiable credits – 40 credits

Candidates who satisfy (1) and (2) above, and have the majority of credits in the higher class, will be awarded the higher classification

Candidates who satisfy (1) and (2) above but do not have the majority of credits in the higher class will be given detailed consideration by the sub-committee and Board, who will make a judgement on overall performance including an overview of individual module marks within classification boundaries; the spread of marks; exit velocity and any circumstances drawn to the attention of the sub-committee/Board. (Exit velocity will only be taken into consideration if the unweighted mean grade is within the borderline range).

8.7 Diploma

On entering a Diploma Programme, a student will be subject to the following set of regulations throughout the duration of their study. If a student is given permission to transfer programme to a programme leading to a different award, he/she will thereby become subject to the progression and award regulations for the award concerned.

8.7.1 Duration Of Programme

A student may proceed to the Diploma by following an approved Programme of Study for not less than three semesters and not more than four calendar years from the date of first registration upon the programme, and by passing the prescribed assessments.

8.7.2 Progression

In order to progress from one level to the next and to be eligible for an award, students must satisfy:

- (i) the general requirement that to progress from Level 4 to Level 5 a student must have obtained a minimum of 100 credits at Level 4 or above;
- (ii) the specific requirements of the Programme of Study

8.7.3 Eligibility for Award

All students are registered on admission for a Programme of Study leading to the award of the Diploma. A student may, however, apply for the award of a lower level of qualification described in regulation 8.8.2.1 if:

- (i) he/she has obtained the necessary credits for a lower level award but has failed to obtain the necessary credits to progress to the next level or to qualify for the Diploma;
OR
- (ii) he/she has obtained the necessary credits for a lower level of qualification but does not wish to continue to the next stage of the Programme.

In the case of (ii) above, on publication of results, a student may apply in writing to Academic Registry (Student Administration) to terminate his/her Programme of Study, and apply for the award of the alternative qualification for which he/she is eligible. Before making an application, the student is advised to seek advice from relevant academic staff and the Director of Student Support Services.

Any award is subject to confirmation of all results of assessment and confirmation that the student is in good standing.

In accepting a lower level of qualification, the student is withdrawing from the Diploma, and therefore from the University College, and may not subsequently continue to the next stage of the Programme.

8.7.3.1 Award Requirements

To be eligible for the award of a Diploma in a Programme of 180 credits a student must have obtained a minimum of 160 credits, including a minimum of 60 credits at the final level (level 5) and a classification grade of at least 4.0.

8.7.4 Award Calculation

This calculation does not include any modules for which marks are returned on a pass/fail basis.

- **Identify the Modules to be Used in the Award Calculation (“classifiable modules/credit”)**

All level 4 and 5 numerical marks are listed with the credits associated with each module.

- **Translate Marks to Award Grades**

Translate the numerical marks to award grades using the translation table in 8.9.

- **Take account of credit values of modules:**

Multiply award grades as follows to obtain credit-weighted award grades (CAGs):

Credit Value	Action Required
10	None
20	Multiply by 2
30	Multiply by 3
40	Multiply by 4

- **Calculate Two Averages**

11 1:1 Average

$$1:1 \text{ Average} = \frac{10 \times (\text{Level 4 CAGs} + \text{Level 5 CAGs})}{\text{Sum of (Level 4 and Level 5 Credits)}}$$

12 1:2 Average

$$1:2 \text{ Average} = \frac{10 \times (\text{Level 4 CAGs} + (2 \times \text{Level 5 CAGs}))}{\text{Sum of Level 4 credits} + (2 \times \text{Sum of Level 5 credits})}$$

- **Identify the Higher Average**
- **Compare the Higher Average against the following threshold table:**

Award categories will be determined by the higher average in relation to the following threshold table:

Range into which average falls	Classification Obtained
7.0 – 10.0	Distinction
6.0 – 6.99	Merit
4.00 - 5.99	Pass

All students whose higher average falls below a threshold by 0.05 or less (single honours students) or 0.1 or less (joint honours and major/minor students) (known as the borderline range), will be given particular consideration by the Board of Examiners in accordance with a set of criteria approved in advance by the Board. The criteria currently approved at time of publication are set out below:

Candidates will be deemed eligible for discretionary consideration by the sub-committee and Board as to whether their overall classification should be raised if:

(1) The final classification grade falls within a borderline range; and (2) the following minimum credits are achieved in the higher classification:

For programmes of 220-240 classifiable credits – 80 credits

For programmes of 160-180 classifiable credits – 60 credits

For direct entry students with 120 classifiable credits – 40 credits

Candidates who satisfy (1) and (2) above, and have the majority of credits in the higher class, will be awarded the higher classification

Candidates who satisfy (1) and (2) above but do not have the majority of credits in the higher class will be given detailed consideration by the sub-committee and Board, who will make a judgement on overall performance including an overview of individual module marks within classification boundaries; the spread of marks; exit velocity and any circumstances drawn to the attention of the sub-committee/Board. (Exit velocity will only be taken into consideration if the unweighted mean grade is within the borderline range).

8.8 Certificate

On entering a Certificate Programme, a student will be subject to the following set of regulations throughout the duration of their study. If a student is given permission to transfer programme to a programme leading to a different award, he/she will thereby become subject to the progression and award regulations for the award concerned.

8.8.1 Duration Of Programme

A student may proceed to the Certificate by following an approved Programme of Study for not less than one semester and not more than two calendar years from the date of first registration upon the programme, and by passing the prescribed assessments.

8.8.2 Eligibility for Award

Any award is subject to confirmation of all results of assessment and confirmation that the student is in good standing.

8.8.2.1 Award Requirements

To be eligible for the award of a Certificate in a Programme of 40 credits a student must have obtained a minimum of 40 credits at level 4 or above and a classification grade of at least 4.0.

8.8.3 Award Calculation

This calculation does not include any modules for which marks are returned on a pass/fail basis.

- **Identify the Modules to be Used in the Award Calculation (“classifiable modules/credit”)**

All level 4 numerical marks are listed with the credits associated with each module.

- **Translate Marks to Award Grades**

Translate the numerical marks to award grades using the translation table in 8.9.

- **Take account of credit values of modules:**

Multiply award grades as follows to obtained credit-weighted award grades (CAGs):

Credit Value	Action Required
10	None
20	Multiply by 2
30	Multiply by 3
40	Multiply by 4

- **Calculate the Average**

$$\text{Average} = \frac{10 \times \text{Sum of Level 4 CAGs}}{\text{Sum of Level 4 Credits}}$$

- **Compare the Average against the following threshold table:**

Award categories will be determined by the average in relation to the following threshold table:

Range into which average falls	Classification Obtained
7.0 – 10.0	Distinction

6.0 – 6.99	Merit
4.00 - 5.99	Pass

All students whose average falls below a threshold by 0.05 or less (single honours students) or 0.1 or less (joint honours and major/minor students) (known as the borderline range), will be given particular consideration by the Board of Examiners in accordance with a set of criteria approved in advance by the Board. The criteria currently approved at time of publication are set out below:

Candidates will be deemed eligible for discretionary consideration by the sub-committee and Board as to whether their overall classification should be raised if:

(1) The final classification grade falls within a borderline range; and (2) the following minimum credits are achieved in the higher classification:

For programmes of 220-240 classifiable credits – 80 credits

For programmes of 160-180 classifiable credits – 60 credits

For direct entry students with 120 classifiable credits – 40 credits

Candidates who satisfy (1) and (2) above, and have the majority of credits in the higher class, will be awarded the higher classification

Candidates who satisfy (1) and (2) above but do not have the majority of credits in the higher class will be given detailed consideration by the sub-committee and Board, who will make a judgement on overall performance including an overview of individual module marks within classification boundaries; the spread of marks; exit velocity and any circumstances drawn to the attention of the sub-committee/Board. (Exit velocity will only be taken into consideration if the unweighted mean grade is within the borderline range).

8.9 Translation Table

Mark	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Grade	2.0	2.1	2.1	2.1	2.2	2.2	2.2	2.3	2.3	2.3	2.4	2.4	2.4	2.5	2.5	2.5	2.6	2.6	2.6

Mark	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
Grade	2.7	2.7	2.7	2.8	2.8	2.8	2.9	2.9	2.9	3.0	3.0	3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8

Mark	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57
Grade	3.9	4.0	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	4.9	5.0	5.1	5.2	5.3	5.4	5.5	5.6	5.7

Mark	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76
Grade	5.8	5.9	6.0	6.1	6.2	6.3	6.4	6.5	6.6	6.7	6.8	6.9	7.0	7.1	7.2	7.3	7.4	7.5	7.6

Mark	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95
Grade	7.7	7.8	7.9	8.0	8.0	8.1	8.1	8.2	8.2	8.3	8.3	8.4	8.4	8.5	8.5	8.6	8.6	8.7	8.7

Mark	96	97	98	99	100			0
Grade	8.8	8.8	8.9	8.9	9.0		.	0.0

8.10 Conferment of Awards

Degrees may be conferred upon students either at a ceremony in July or December at the University of Leeds or *in absentia*. Students will be asked to specify their conferment choice during their final year.

Students who are awarded a Certificate of Higher Education or a Diploma of Higher Education are not eligible to attend a Degree Ceremony. These awards are conferred *in absentia*.

No award will be conferred upon a student who is in debt to the University College or the University.

9 Appeals Procedure

9.1 Scope

9.1.1 This procedure applies to students registered on taught programmes of study who appeal against the results of University College examinations or assessments. Such results may affect progress to the next stage of a programme of study or the award/classification/level of the qualification.

9.1.2 This procedure refers to an individual appellant throughout, but applies equally to a group of students wishing to appeal.

9.1.3 The appeals procedure is not a method of circumventing or setting aside the professional academic judgement of examiners on the performance of students; it is a way of ensuring that, as far as possible, relevant circumstances affecting a student's academic performance are brought to light and taken into account before a final decision is taken on the student's future.

9.1.4 Students wishing to complain about any of the following should follow the Complaints Procedure on the University College intranet:

- (i) a fellow student;
- (ii) a member of University College staff;
- (iii) the standard of academic provision;
- (iv) a University College service;
- (v) the fabric (structure or material) of the University College.

9.2 Grounds for Appeal

9.2.1 A student may appeal on the following grounds:

- (i) evidence of special circumstances which the student could not have reasonably supplied prior to the decision of the Board of Examiners;
- (ii) breach of regulation/procedure;
- (iii) administrative error;
- (iv) discrimination, prejudice or bias.

9.2.2 Students may not question the classification of their award or the results awarded for an individual component of a programme of study unless evidence is submitted under one of the grounds at 9.2.1(i) - (iv) above.

9.3 Condition of an Appeal

9.3.1 An appeal will be considered only if it is initiated and conducted by the student personally. Neither the University College nor the University will enter into substantive correspondence or discussions with a third party.

9.3.2 An appeal will be considered only if it is submitted within 7 calendar days of the publication of

results (see 9.5.1 (i) below).

9.3.3 An appeal will be considered only if it is supported by evidence of the claimed grounds for appeal and evidence of the effect on assessment(s)..

9.3.4 In respect of an appeal which affects a final award, an appellant may not have his/her award conferred until the appeals procedure has been concluded. On submitting an appeal, a student immediately renders himself/herself ineligible to attend any forthcoming Award Ceremony until the appeal has been decided. Attendance at an Award Ceremony will constitute a withdrawal of an appeal.

9.4 Advice to potential appellants

9.4.1 Informal Resolution

Prior to taking a final decision as to whether or not to submit a formal appeal, a student may wish to speak to:

- (i) the Chairperson of the Panel of Examiners to attempt to clarify the situation;
- (ii) a representative of the Student Union and/or to the Director of the Student Support Service if further advice is required.

9.4.2 Advice on the Appeals Procedure

If a student requires advice on the operation and applicability of the appeals procedure itself he/she should consult the Academic Registrar.

9.4.3 Confidentiality/Integrity of the Procedure

The appeals procedure will be conducted without prejudice to the appellant and will remain confidential between the appellant (and his/her chosen third party accompaniment if relevant), the Appeals Panel, the members of staff involved in the assessment of the student and the Chairperson of the Board of Examiners.

9.4.4 Third Party Accompaniment

There is no entitlement to legal representation at any stage in the process.

A student required to attend a hearing may if he/she so wishes, be accompanied by a third party, acting as a companion. The companion shall be, unless the Chairperson of the Appeals Panel agrees otherwise, a registered student or a member of staff of the University College, a member of the National Student Union or, in the case of Education students, a member of the appropriate Teaching Union. The companion may not, however, be an examiner who has at any time considered the work of the appellant.

The companion will not normally speak at the hearing unless specifically requested to do so by either the student or the Appeals Panel.

It is the responsibility of the student to invite the companion to attend any hearing and notify the companion of the time and place for the hearing.

9.4.5 Change of Personal Details

It is the responsibility of the student to keep the University College informed of any changes to their personal details held by the University College. The University College shall not be responsible for correspondence sent to a non-current address unless the student has informed Academic Registry (Student Administration) in writing of the change in details.

9.4.6 Action Prior to the Outcome of an Appeal

A student who submits an appeal should not assume it will be upheld. Accordingly, pending the outcome of the appeal, an appellant should prepare for any forthcoming re-assessments as necessary.

9.4.7 Expenses

The University College will undertake to pay reasonable and proportionate incidental expenses necessarily incurred by a **successful** appellant.

9.4.8 Withdrawal of an Appeal

Once an appeal has been withdrawn it cannot be re-instated.

9.5 Procedure

9.5.1 Submission of an Appeal

- (i) The full appeal must be submitted in writing to the Vice Principal (Registrar) not later than 7 calendar days after the publication of results and must be covered by an Appeal Submission Form on which the appellant must state the grounds on which the appeal is made. Appeal Submission Forms are available from Academic Registry (Student Administration), Student Support and Faculty Offices.
- (ii) an appellant may withdraw his/her appeal at any point in the procedures by informing the Vice Principal (Registrar) in writing. Once an appeal has been withdrawn it cannot be re-instated.

9.5.2 Preliminary Consideration of an Appeal

- (i) The Chairperson of the University College Appeals Panel will consider the letter of appeal and will decide whether or not the statement of grounds submitted by the student constitutes a *prima facie* case (that is, whether on first sight, the evidence appears to be sufficient for there to be grounds for appeal);
- (ii) if the Chairperson of the University College Appeals Panel considers that a *prima facie* case has not been made, or that the appeal is vexatious (solely to cause annoyance) or frivolous (not serious or sensible), he/she will write to the appellant to communicate the decision that there are no grounds for appeal;
- (iii) if the Chairperson of the University College Appeals Panel considers that a *prima facie* case has been made, the procedures will continue as set out below.

9.5.3 Gathering Information and Evidence

- (i) The Vice Principal (Registrar) shall write to the Chairperson(s) of the appropriate Panel(s) of Examiners and/or Board of Examiners, requesting a formal written response on the case made by the appellant and, as appropriate, a statement of the procedures adopted in the application of the rules for examination and assessment;
- (ii) this response will be sent to the student who will then be invited to submit any concluding comments;
- (iii) the letter of appeal, the response to the appeal and the concluding comments will be known collectively as the appeal evidence.

9.5.4 Consideration of the Appeal by the Appeals Panel

- (i) The Vice Principal (Registrar) will submit the appeal evidence to the University College Appeals Panel, which has the power to consider appeals and to make decisions on behalf of the University College;
- (ii) the Appeals Panel shall have the following membership:
 - Chairperson - a senior member of University College staff nominated by the Principal;
 - One Dean of Faculty or Head of Department, nominated by the Chairperson, who has not been directly involved in the teaching and assessment of the candidate whose appeal is being considered;
 - One member of Lecturing Staff, nominated by the Chairperson, who has not been directly involved in the teaching and assessment of the candidate whose appeal is being considered.
- (iii) the University College Appeals Panel shall consider the appeal and may require the appellant and/or the appropriate Chairperson of Panel of Examiners to appear before it in person. The appellant may be accompanied by a third party (see 9.4.4 above). The appellant must attend in person and may not be represented by proxy;
- (iv) if the appellant fails to attend the hearing without a satisfactory written explanation then the hearing will proceed provided that the Panel is satisfied that the appellant was given sufficient notice of the hearing;

- (v) if called before the Panel, the appellant (or at the request of the appellant or the Panel, his/her companion) may make a statement to the Panel and may respond to any questions the Panel may put. The appellant and companion shall then withdraw;
- (vi) the Panel may also require the Chairperson(s) of the Panel(s) of Examiners or his/her/their nominees to appear before the Panel to answer any questions the Panel may put, after which the Chairperson(s) of the Panel(s) of Examiners shall withdraw;
- (vii) following the withdrawal of the appellant and companion and of the Chairperson(s) of the Panel(s) of Examiners, if called, the Panel shall consider the case on the basis of the evidence taken prior to making its decision.

9.5.5 The Appeals Panel Decision

The judgement of the University College Appeals Panel shall be communicated by the Vice Principal (Registrar) to the appellant within five working days of the meeting.

9.5.6 Remedial Action

- (i) the decision of the University College Appeals Panel shall be communicated to the appropriate Chairperson of Panel of Examiners by the Vice Principal (Registrar) with a timetable for the timely implementation of remedial action if necessary;
- (ii) the Appeals Panel shall consider whether the outcome of the appeal has any implications for other students and, if so, make recommendations to appropriate bodies to ensure consistency and fairness.

9.6 Plea Against a Decision of the Appeals Panel

9.6.1 If an appellant wishes to plead against the decision of the University College Appeals Panel, he/she may write to the Vice-Chancellor of the University of Leeds (via the Office of Academic Appeals and Regulation) within one month of notification of the Panel's decision. The Vice-Chancellor or a Pro-Vice-Chancellor acting on his/her behalf will review the case (via the Office of Academic Appeals and Regulation) and decide upon it taking into account all of the available evidence and the grounds of the plea. The decision of the Vice-Chancellor or Pro-Vice-Chancellor will be final.

9.7 Case Closure

9.7.1 The Vice Principal (Registrar) will issue a "Completion of Procedures" letter within five working days of being informed by the University of Leeds of the completion of the outcome of the plea.

9.8 Independent External Review

9.8.1 If, on exhaustion of procedures detailed above, a student is dissatisfied with the academic appeals process he/she has the right to seek an independent external review by applying to the Office of the Independent Adjudicator (OIA) within 3 months of the date of the "Completion of Procedures" letter.

9.8.2 The "Completion of Procedures" letter will contain information on the services provided by the OIA and how to submit an application.

9.9 Summary of Timescales

The following maximum timescales will apply to University College-based procedures¹ following the date of publication of results to students:

Results published	
Submission of letter appeal by student	1 week
Preliminary consideration/ identification of prima facie case	1 week
Submission of response by Chairperson of Panel of Examiners	1 week

¹ Timescales for procedures in 9.6 to 9.8 above which are governed by the University of Leeds or the Office or the Independent Adjudicator are not within the jurisdiction of the University College.

Submission of concluding comments by student	1 week
Meeting of Appeals Panel	up to 3 weeks
Outcome communicated to student	1 week

10 Withdrawal

A student may withdraw from his/her Programme of Study and the University College at any time prior to the end of the period allowed for the completion of a degree programme by following the withdrawal procedure set out in regulation 10.2.1. In the absence of written notice of withdrawal, by the student to Academic Registry (Student Administration), stating the last date of attendance, no transcript or transfer credit will be released by Academic Registry (Student Administration).

10.1 Liability for Fee Payment

It is a student's responsibility to inform the University College that they wish to withdraw. A student will be liable for payment of tuition fees up to the date that they complete the withdrawal procedure (see 10.2.1 below) ie. a completed withdrawal form is submitted to Academic Registry (Student Administration).

10.2 Grounds for Withdrawal (Student Application)

A student may apply to withdraw, either permanently or temporarily, on the following grounds:

- Transfer to another institution
- Financial Reasons
- Medical Reasons
- Employment
- Restarting another course
- Personal Reasons.

The maximum duration of temporary leave that will be granted is one calendar year from the last date of attendance. An expected return date will always be specified. Extension beyond this date must be applied for in accordance with the procedure outlined in 10.4 below.

10.2.1 Withdrawal Procedure

A student seeking temporary or permanent withdrawal must:

- (i) complete section A of the University College Withdrawal Form. (These are available in Academic Registry (Student Administration), in individual Faculties);
- (ii) consult the Heads of Departments of their current programme to notify them of the proposed withdrawal;
- (iii) consult the Finance Office to discuss any Financial implications of the proposed withdrawal;
- (iv) submit the completed form to Academic Registry (Student Administration).

A student wishing to re-start a programme or repeat study should refer to 10.4.2, 10.4.3 and 10.4.4 below.

10.2.2 Failure to complete the withdrawal procedure

If a student has not completed the above process but, due to verbal notification and/or non-attendance, the University College believes that the student has withdrawn, a withdrawal form will be sent to the student with a request to return the completed form to Academic Registry (Student Administration) by a specified deadline. Any student who does not return the form by the deadline, or make contact with Academic Registry (Student Administration) to explain the situation, will be permanently withdrawn by the University College with effect from the deadline given for the return of the form.

10.3 Grounds for withdrawal (University College Requirement)

A student may be required to withdraw, either temporarily or permanently:

- (i) as a result of failure to achieve the minimum credit requirements for progression;
- (ii) as a result of a change in his/her fee status.

10.4 Return after Temporary Withdrawal

10.4.1 Re-Registration

A student must present for registration on the agreed date of their return to University College after a period of temporary leave. If a student requires an extension to their period of temporary leave, they must apply in writing to the Academic Registrar, at least four weeks prior to the expiry of the approved period of temporary withdrawal. If a student fails to present within 14 days of expiry of their approved period of temporary leave and no written application for an extension has been received, the student will be deemed to have withdrawn permanently from the University College.

Any student who is granted temporary leave due to illness will, prior to their return and before being allowed to re-register, be required to produce medical certification indicating that they are fit to return to their studies.

No student will be permitted to register after a period of temporary leave unless they are in good financial standing with the University College.

10.4.2 Re-Starting the same Programme (Level 4/4a students only)

A level 4/4a student may take temporary withdrawal and restart the same programme at the beginning of the following academic year provided that:

- (i) no marks have been returned to Academic Registry (Student Administration) for the student in respect of any of the modules for the programme;
- (ii) the withdrawal process (as set in regulation 10.2.1 above) is completed prior to the beginning of the Easter vacation;
- (iii) the date of withdrawal is prior to the beginning of the Easter vacation.

Note: Any student re-starting a programme should contact their LEA regarding their funding situation as funding for their repeated year is not guaranteed.

10.4.3 Re-Starting a different Programme

A student who wishes to re-start a different programme should refer to regulations 3.1.1 and 3.1.2.

10.4.4 Repeating Study

A student may apply for temporary withdrawal during any academic year. Where such permission is granted the student will normally be expected to take up their studies in the following academic year at the point at which they temporarily withdrew (i.e. after 12 months).

A student will only be allowed to return earlier in the following academic session (i.e. repeat study at the same level) if they:

- (i) submit independent evidence of exceptional circumstances in support of their repeating study time, AND;
- (ii) gain the written support from their Head(s) of Department.

Note: Any student repeating study time in this way should contact their LEA regarding their funding situation as funding for their repeated period is not guaranteed.

10.5 Suspension and Expulsion

A student may be suspended or expelled as a result of the application of disciplinary procedures. A student who is under suspension is ineligible to receive any credit for any study or assessment undertaken during the period of suspension.

A student who is expelled, or who has been required to withdraw permanently, ceases to be a student of the University College from the date of expulsion or withdrawal, which date will be

communicated to the student's LEA and/or home institution. No credit will normally be awarded for any period of attendance after the end of the last semester in which the student completed the attendance and assessment requirement(s).

11 Visiting Students

Visiting Students are subject to Undergraduate Regulations 3, 4, 5, 6, 9 and 10. In addition to these regulations, the following requirements apply particularly to Visiting Students, including students on exchange programmes recognised by the University College.

11.1 Admission for Credit Transfer: Visiting Students

Applicants for entry to any level of a Programme of Study leading only to the award of credit for modules successfully completed must:

- (i) apply directly to the University College, specifying the module(s) and Level to which admission is being sought, AND
- (ii) specify the profile of modules which are to be taken in a learning agreement which has been approved by the home institution;
- (iii) satisfy any admissions requirements specified relevant Academic Staff responsible for the module(s) to which entry is being sought.

12 Programme Planning

Each Visiting Student will be assigned to a Progress Tutor for counselling. The Progress Tutor will be responsible for certifying the Visiting Student's module registration, which must conform to an individual learning agreement, approved by the home institution.

Visiting students for whom English is not the mother tongue are recommended to register for the English as a Foreign Language module. Further guidance on this can be obtained from the International Development Officer.

13 Registration

Visiting Students must register at the start of each period of study at the University College. Summary personal data will be held on file, derived from application materials, which will form the basis of individual pre-printed Visiting Student Registration documents. To be confirmed, a Visiting Student's Registration must include evidence of fee status, by payment or waiver.

Following confirmation of his/her Visiting Student Registration, he/she must complete Module Registration as described in the Undergraduate regulations.

14 Credit Accumulation

Subject to good standing, a Visiting Student will be supplied by Academic Registry (Student Administration) with a transcript of results achieved and credit accumulated whilst studying at the University College. It is the responsibility of the Visiting Student to make any and all arrangements required by his/her home institution for the recognition and transfer of credit accumulated at Leeds Trinity.

POSTGRADUATE PROGRAMMES

15 Admissions Regulations

15.1 Entry to Postgraduate Programmes

To enter any postgraduate Programme of Study an applicant will normally be expected to have a good honours degree or equivalent qualification, however, candidates may also be admitted to a programme where they can demonstrate substantial prior learning and/or professional experience in a field related to the programme. Candidates should apply directly to the University College for admission on the appropriate application form.

15.1.1 Admission with Accredited Prior Learning and Claim for Credit

The Institution has in place an Admission with Accredited Prior Learning scheme. Applicants who do not meet in full the general requirements of entry for a programme may apply to the scheme to be considered for admission with Accredited Prior Certificated Learning or Accredited Prior Experiential Learning or a combination of both in place of all or part of the entry requirements. In addition candidates may also use the Accredited Prior Learning scheme to claim for exemption and gain credit from parts of the programme for which they are applying.

15.1.2 Approval of Admission with Accredited Prior Learning or Claim for Credit

Approval of any application will be considered on an individual basis and subject to the following conditions:

- (i) completion of an 'Accredited Prior Learning' form
- (ii) discussion of the application with the relevant Faculty Admissions Tutor and/or APL Coordinator
- (iii) submission of evidence to support the application
- (iv) agreement of the Faculty Admissions Tutor and/or APL Coordinator.

Academic Registry will notify the applicant of the outcome of their application.

Full details of the scheme and the procedures are available from the Academic Registry.

16 Programme Planning

Each registered student is responsible for planning the details of his/her Programme, within the regulations of the University College and the requirements of each Programme of Study. Advice is available for each student throughout his/her period of registration from the Programme Director.

17 Registration

To be eligible for credit towards an award, a student must be registered both for a Programme of Study and also for permitted modules within the Programme. No credit or qualification can be awarded to a student whose registration is not confirmed by the Academic Registry (Student Administration).

17.1 Programme Registration

Each student must register for his/her Programme on the commencement date designated by the Programme Director. Summary personal data is held on file, derived from the initial application, which forms the basis of each student's Programme Registration.

To be confirmed, a student's Programme Registration must include evidence of fee status. If this requirement cannot be satisfied at registration, the student's Programme Registration will remain unconfirmed by Academic Registry (Student Administration). If this requirement remains unsatisfied after the end of the sixth week of teaching of the semester, the student

may be required to withdraw, either temporarily or permanently, from the Programme and the University College. Academic Registry (Student Administration) is responsible for notifying the student of what is needed to satisfy this requirement.

A student must register initially in person. To be valid, a student's initial Programme Registration must be submitted on the Programme Registration document or electronically via SITS E:Vision and confirmed by Academic Registry (Student Administration).

17.2 Module Registration (only applicable to Modular Programmes)

A student must register for every module he/she wishes to study in each semester of his/her Programme of Study at the beginning of the Academic Year. No student may be in attendance in any semester without being registered for at least 1 module in that semester.

To be valid, a student's Module Registration must be submitted on the Module Registration document or electronically via SITS E:Vision. Submissions returned after the published deadlines will be processed at the lowest priority.

Each registered student will be issued via SITS E:Vision with a schedule of modules for which he/she is officially registered. **A student will be assessed for all the modules which appear on this schedule and will be eligible for credit for these modules only.**

It is the student's responsibility to ensure that his/her Schedule of Module Registration is correct.

17.2.1 Amended Module Registration

In exceptional circumstances, a student may wish to amend his/her module registration in respect of any module about which he/she has exercised a choice. Application for amendment of Module Registration ("Drop/Add") may be made only within the specified periods as published by Academic Registry (Student Administration) on the University College intranet. Advice on selection of modules should be taken from the Programme Director before submitting a Drop/Add Form.

18 Attendance

18.1 General Requirements and Responsibilities

Students have a responsibility to engage fully with designated learning activities of programmes and modules as required. All students are required to be in attendance at the University College throughout the periods of published dates of terms **and to be available for all published re-assessment periods which may fall outside term-time.** Students who live overseas should note that their travel home for vacations must be arranged in compliance with these regulations.

The full requirements for completion and attendance, including any additional requirements for any particular module, will be published through the Faculty Offices in module handbooks.

18.2 Absence

A student who is absent through illness or other good cause must notify the Faculty Office of the Parent Department for the programme concerned promptly. The Faculty Office will forward the information to the appropriate module tutor(s) and the progress tutor. *In cases where absence through illness extends beyond one week, the student must provide a medical certificate.*

Students should note that poor attendance in professionally-focussed programmes or modules may result in referral to the Academic and Professional Misconduct Panel.

Following a 15 working day period of continuous lack of engagement with designated learning activities, students who fail to respond to correspondence regarding their attendance, or who then fail to improve their attendance to a level deemed satisfactory by the Head of Department, will be deemed to have withdrawn from their programme of study and appropriate authorities will be notified.

For non-EU international students, reporting of absence will be in accordance with home office visa requirements as defined from time to time.

19 Assessment

All candidates must present for all the assessments (coursework and written papers, etc.) prescribed for their Programme of Study and make a substantive attempt at those assessments.

Each module is assessed by the end of the semester or year in which it is completed, unless a deferred opportunity has been granted. The results of assessment shall be returned to Academic Registry (Student Administration) in accordance with the Guidance for Examiners. Every student will normally be advised of the outcome of assessment at the end of each study period, by means of an individual transcript so that he/she may be counselled on his/her Programme of Study.

19.1 Marking Scale

All modules are marked either on a numerical scale of 1 – 100, are graded A – F, or are graded Pass/Fail.

19.1.1 Marking Scale (2003/04 onwards)

In any particular module, which is marked on the numerical scale, a student must obtain a mark equal to, or greater than, **50** in order to pass the module and therefore be awarded the credits for that module.

The grading system is defined as follows:

A	70-100	Distinction
B	60-69	Merit
C	50-59	Pass
F	0-49	Fail

19.2 Late Submission of Course work

19.2.1 Extensions

The deadlines for the submission of essays/dissertations and independently prepared work are published to candidates in advance of the period in which they are expected to complete the necessary work. If a candidate wishes to apply for an extension to the deadline s/he must apply for an extension from the Programme Director, in advance of the original published deadline, and on a University College Extension Request Form.

Extensions will normally only be granted for up to 5 working days. If further time is required then the candidate should consider applying for a Deferred First Opportunity (see 19.6.1 below).

Extensions will be recorded by faculty offices who will be responsible for informing relevant module tutors when extensions have been granted.

19.2.2 Marking System for Late Submission of Course work marked on a Numerical Scale

If no extension has been granted, A deduction of 5 marks will be made for assignments which are submitted in the 24-hour period immediately after the prescribed deadline. Subsequent deductions of 5 marks will be made for assignments submitted during subsequent 24-hour periods, down to a mark of 50% for postgraduate provision. Work submitted more than 5 working days after the published deadline will not be marked and a mark of zero will be returned. Please note that the 24-hours periods referred to above do not include weekends and bank holidays.

19.2.3 Marking System for Late Submission of Course work marked on a Pass/Fail Basis

If no extension has been granted, all coursework which is assessed on a pass/fail basis which is not submitted by the prescribed deadline will automatically be awarded a mark of "fail".

19.3 Submission of Coursework in Excess of a Specified Limit

It is the responsibility of the student to submit work which is within the specified limit and to include a word count on all written assessed coursework. Examiners will disregard that part of a piece of assessed work which exceeds the specified limit by 10% or more. If it is considered that a student has falsified the word count on an item of his/her coursework he/she will be referred to the Academic & Professional Misconduct Panel.

19.4 Use of a Dictionary in Examinations

The use of a dictionary may be permitted for all students as an examination tool in certain modules. Such use of a dictionary must be indicated within the examination paper rubric.

Where such permission is not given, approval may still be given for certain students to use a dictionary in an examination:

- (i) students who are registered on a degree programme and whose native language is not English may apply to the Academic Registrar for permission to use an English Language dictionary in examinations;
- (ii) students who are registered on a non-degree programme and whose native language is not English may apply to the Academic Registrar for permission to use a Translation dictionary in examinations.

Application forms for dictionary use are available from Academic Registry (Student Administration) and must be returned not later than two weeks before an examination period.

19.5 Disabilities Affecting a Candidate's Performance

If a candidate has a disability or chronic medical condition which they believe will affect their performance in assessment, they should make an appointment to see the Disability Co-Ordinator in order to complete a request form for special arrangements for assessment. This form will be processed by the University College and the student will be informed by Academic Registry (Student Administration) of arrangements which have been put in place.

Candidates must inform Academic Registry (Student Administration) of any impairment/disability immediately it is evident and, in any case, not less than 2 weeks before on on-set of the examination period if special arrangements are being requested for formal examinations.

19.6 Special Factors Affecting a Candidate's Performance

19.6.1 Deferred First Opportunity (DFO)

If a candidate's performance is affected or if s/he is prevented from **taking** or **completing** an assessment through illness or through some other sufficient cause, the candidate must make a formal application to the Academic Registrar on the required form (see regulation 19.6.1.1) for a Deferred First Opportunity.

Deferred opportunity for assessment is available only to those students who:

- (i) have satisfied the attendance requirements of the module(s) concerned (see regulation 18); AND
- (ii) with good cause, have not completed sufficient assessment in the module(s) concerned for a mark to be returned.

A student who satisfies the criteria (i) and (ii) above, may, however, forgo the deferred opportunity for assessment. In such a case, the student may be permitted to progress or to apply for an award, provided he/she is otherwise eligible for progression or an award. In such cases, the Board of Examiners will determine whether the student may progress or receive an award.

19.6.1.1 Application

If a candidate wishes to apply for a Deferred First Opportunity then he/she must make a written application on the required form to the Academic Registrar. As part of this process the

candidate will be expected to supply independent documentary evidence in support of their request.

Examples of admissible supporting evidence are shown below:

FACTOR	ADMISSIBLE EVIDENCE
Illness	Medical certificate from a doctor stating the nature, severity and duration of the illness
Crime (e.g. burglary)	Official police crime report
Bereavement	Death Certificate
Motor Incident/Accident	Police report/Hospital admission certificate
Other	Written evidence from an independent third party who has first-hand knowledge of the situation

If evidence is found to be false, the candidate will be referred to the Academic & Professional Misconduct Panel

The application should be made as soon as possible after the circumstances affecting the candidate's ability to be assessed become apparent. Normally such applications must be made no later than the date of the assessment to which the application relates, but in exceptional circumstances, the above procedures may be applied to retrospective applications.

DFO application forms are available from Academic Registry (Student Administration), Faculty Offices and on the web.

19.6.1.2 Approval Process

- (i) Academic Registry (Student Administration) will forward the application and any supporting evidence to the appropriate Chairperson of Panel(s) of Examiners;
- (ii) The Chairperson of Panel(s) of Examiners will consider the request, indicate in writing their support (or otherwise) for the case and return the application to Academic Registry (Student Administration);
- (iii) The application, together with any supporting evidence and the statement(s) from the Chairperson of the Panel(s) of Examiners will be forwarded by Academic Registry (Student Administration) to the Chairperson of the relevant Board of Examiners for decision;
- (iv) The decision of the Chairperson of the Board of Examiners will be notified by Academic Registry (Student Administration) to the student within 7 days of the decision being made.

19.6.1.3 Timing of DFO Assessment

A student granted a deferred opportunity will be assessed at the next suitable assessment/re-assessment period by agreement with the Chairperson of Panel of Examiners/Programme Director.

19.6.1.4 Re-Application

A student who is unfit for the DFO assessment may apply for a further deferred opportunity on the next scheduled occasion for assessment in the module, provided that they supply medical or other independent evidence in support of their request. Any such request will be subject to the process in 19.6.1.2 above. If no application is made, the candidate will forfeit the deferred opportunity.

19.6.1.5 Cancellation

Once a DFO has been approved it remains in place until either:

- (i) written notification is submitted by the student to Academic Registry (Student Administration) informing Academic Registry (Student Administration) that the student wishes to cancel the DFO. Such notification must be received 24 hours prior to the examination/assessment deadline in question; or

- (ii) in the case of the DFO relating to coursework, a piece of work is submitted by the student. This work will be assumed to be that submitted in respect of the attempt to which the deferred opportunity applies.

19.7 Assessment Failure

19.7.1 Eligibility to Re-sit a Failed Assessment

All candidates should both present for all the assessments (coursework and written papers etc.) prescribed for their Programme of study and make a substantive attempt at those assessments.

If a candidate is given a fail mark as a result of being absent without good cause or for not making what the examiners consider a serious attempt at an examination or an assessment, the mark will be annotated with 'X' and the candidate shall not be entitled to re-assessment and shall fail to qualify for the award. For all marks annotated with an 'X' evidence of the circumstances must be presented to the Board of Examiners. Before returning an X mark, the Chairperson of the Panel of Examiners for the programme concerned should make a reasonable effort to interview the candidate. This should include writing to the candidate, inviting him/her to attend an interview and stating that, in the event of a failure by the candidate to respond, the Chairperson of the Panel of Examiners will be obliged to act on the basis of the information at his/her disposal.

19.7.2 Number and Timing of Re-sit Opportunities

On the recommendation of the Panel of Examiners, candidates may be permitted to present themselves for re-assessment in any module on one occasion only, within a period of one year of completion of the programme. Where such permission is granted, appropriate re-assessment arrangements will be determined by the Panel of Examiners.

19.7.3 Scope of Material to be Re-assessed

If a student is re-sitting a module which has more than one component of assessment, and has passed one or more components of the module, it is at the discretion of the Chairperson of the Panel of Examiners as to the number of components re-assessed.

19.7.4 Recording of Re-sit Marks

Candidates for re-assessment will be awarded a mark no higher than the minimum required for credit

19.7.5 Re-sitting a Module following a Period of Illness

A student who is granted a DFO as a result of illness may, at the discretion of the Chairperson of the Panel of Examiners, be required to submit medical evidence confirming that he/she is fit to undergo re-assessment. In such cases this evidence will be required before any re-assessment can take place.

19.8 Academic and Professional Misconduct

19.8.1 Definition of Academic Misconduct

Academic misconduct encompasses all kinds of academic dishonesty including:

19.8.1.1 Plagiarism

Any work submitted for assessment must, unless collaborative work has been specifically permitted in the assignments guidelines, be the individual student's own work. In any event, whether the work is from an individual or a permitted collaboration, any passages quoted, from whatever source, must be clearly marked as quotations, and such quotations and any passages which are paraphrased must be properly attributed to their authors. Failure to do so may be regarded as plagiarism.

19.8.1.2 Cheating in Examinations

In a formal examination situation, students are expressly forbidden to copy from another candidate or from notes and that they are also forbidden to communicate with other candidates or with any person(s) except the invigilators. Any such actions will be regarded as cheating in examinations.

19.8.1.3 Collusion

Students who take part in inappropriate or illicit collaboration with other students with the intention of gaining advantage individually or for a group will be regarded as having colluded.

19.8.1.4 Fabrication/falsification

Any student found to have tampered with or defrauded official documentation, or fabricated data or other such content will be regarded as having fabricated/falsified material.

19.8.1.5 Impersonation

Any student found to be assuming the identity of a third party in order to gain access or advantage will be deemed guilty of impersonation.

19.8.2 Definition of Professional Misconduct

Professional misconduct encompasses any actions on the part of a student which might render them unsuitable to undertake/continue a professionally-oriented component of their programme of study. Examples of professional misconduct include:

19.8.2.1 Lack of preparation for/engagement with professional component

If a student's lack of preparation for/engagement with a professional component of their programme of study renders them unlikely to succeed on that component, or would put the reputation of the University College at risk should the student undertake/continue the component, this will be deemed professional misconduct.

19.8.2.2 Failure to comply with an approved Code of Professional Conduct

If a student fails to comply with an approved Code of Professional Conduct, in place in relation to a professionally oriented programme (eg programmes of initial teacher training), this will be deemed professional misconduct.

19.8.2.3 General Inappropriate Behaviour

If a student's behaviour is found to be such that it renders them unlikely to succeed on a professional component in their programme, or would put the reputation of the University College at risk should the student undertake/continue the component, this will be deemed professional misconduct.

19.8.3 Action to be taken in cases of Academic and/or Professional Misconduct

All cases of academic and/or professional misconduct will be dealt with, either at Faculty level by a Faculty Panel or centrally by the Academic and Professional Misconduct Panel, in accordance with the Student Academic and Professional Misconduct Procedure.

19.8.4 Typical Penalties for Academic or Professional Misconduct

Typical penalties available to a Faculty Panel and the Academic and Professional Misconduct Panel are set out in the Student Academic and Professional Misconduct Procedure.

20 Credit Accumulation

At the end of each study credit is awarded by the Board of Examiners to those students who have satisfied the requirements in respect of the modules for which they are registered.

21 Progression and Award - University of Leeds Awards

(For students first registering before September 2010)

21.1 MA/PGDip Victorian Studies

On entering the MA/PGDip Victorian Studies programme, a student will be required to register for either the PGDip or the MA, and will be subject to the following set of regulations throughout the duration of their study.

21.1.1 Duration of Programme

A student may proceed to the PGDip or the MA having followed an approved Programme of Study for not less than one academic year and not more than four calendar years from the date of first registration upon the programme, and by passing prescribed assessments.

21.1.2 Eligibility for Award

21.1.2.1 Award of Master of Arts

To be eligible for the award of the MA degree candidates must attempt 180 credits, and accumulate 150 credits including credit for:

VICM1103 The Victorians
and either
VICM3013 Report
or
VICM3016 Dissertation

Candidates who fail a module a second time will not normally be permitted to proceed on the MA programme but may be allowed to work towards a PGDip.

21.1.2.2 Award of Postgraduate Diploma

To be eligible for the award of the Postgraduate Diploma candidates must accumulate 120 credits, including 60 credits in the core modules.

21.1.2.3 Award Calculation

For students first registering for the programme of study in or after September 2003, the award will be calculated as set out in regulation 21.8.

21.2 MA/PGDip Journalism (BiMedia, Magazine, Print or Radio)

On entering the MA/PGDip Journalism programme, a student will be required to register directly for the MA, and will be subject to the following set of regulations throughout the duration of their study.

21.2.1 Duration of Programme

A student may proceed to the MA/PGDip having followed an approved Programme of Study for not less than one calendar year and not more than four calendar years from the date of first registration, and by passing prescribed assessments.

21.2.2 Eligibility for Award

Candidates will register directly for the MA.

Candidates who fail to meet the criteria for award in 21.2.2.1, but meet the criteria in 21.2.2.2, will be awarded the PGDip.

21.2.2.1 Eligibility for the Award of Master of Arts

To be eligible for the award of the MA in Journalism candidates must accumulate a total of 180 credits.

21.2.2.2 Eligibility for the Award of Postgraduate Diploma

To be eligible for the award of the PGDip in Journalism candidates must accumulate a total of 120 credits.

21.2.2.3 Award Calculation

For students first registering for the programme of study in or after September 2003, the award will be calculated as set out in regulation 21.8.

21.3 PGDip/MA Public Communication

On entering the PGDip/MA Public Communication programme, a student must register directly for the PGDip, and will be subject to the following set of regulations throughout the duration of their study.

21.3.1 Duration of Programme

A student may proceed to the PGDip/MA following an approved Programme of Study by passing prescribed assessments.

Candidates registered for the PGDip will be allowed up to 5 years to complete from the date of first registration.

Candidates who are eligible to proceed to the MA must register for the MA within two years of being awarded the PGDip and must normally complete the MA module within one year of registration.

21.3.2 Progression from Postgraduate Diploma to Master of Arts

To be eligible for progression from the PGDip to the MA, candidates must:

- (i) accumulate a total of 120 credits, including 60 credits in the core modules;
- (ii) receive a recommendation from the Programme Director for progression;
- (iii) register for the MA within two years of completion of the PGDip.

21.3.3 Eligibility for Award

Candidates must register directly for the Postgraduate Diploma. Candidates who fulfil the requirements in 21.3.2 above may upgrade from the Postgraduate Diploma to the MA.

21.3.3.1 Eligibility for the Award of Postgraduate Diploma

To be eligible for the award of the Postgraduate Diploma in Public Communication candidates must accumulate a total of 120 credits, including 60 credits in the core modules.

21.3.3.2 Eligibility for the Award of Master of Arts

To be eligible for the award of the Master of Arts in Public Communication candidates must:

- (i) satisfy the criteria for progression from the Postgraduate Diploma to the MA in 21.3.2 above;
- (ii) accumulate a total of 180 credits including 120 credits in the core modules and the Research Module

21.3.3.3 Award Calculation

For students first registering for the programme of study in or after September 2003, the award will be calculated as set out in regulation 21.8.

21.4 MBS Master of Business Studies

On entering the MBS Master of Business Studies, a student must register directly for the MBS, and will be subject to the following set of regulations throughout the duration of their study.

21.4.1 Duration of Programme

A student may proceed to the MBS having followed an approved Programme of Study for not less than four semesters and not more than four calendar years from the date of first registration upon the programme, and by passing prescribed assessments.

21.4.2 Eligibility for Award

21.4.2.1 Eligibility for the Award of Master of Business Studies

To be eligible for the award of the MBS degree candidates must attempt 180 credits, and accumulate 150 credits including credit for all the core modules and the dissertation.

21.4.2.2 Eligibility for the Award of Postgraduate Diploma

To be eligible for the award of the PGDip candidates must accumulate 120 credits.

21.4.2.3 Eligibility for the Award of Postgraduate Certificate

To be eligible for the award of the PGCert candidates must accumulate 60 credits.

21.4.2.4 Award Calculation

For students first registering for the programme of study in or after September 2003, the award will be calculated as set out in regulation 21.8.

21.5 MA Education

On entering the MA/PGDip/PGCert Education programme, a student will be required to register for the MA, and will be subject to the following set of regulations throughout the duration of their study.

21.5.1 Duration of Programme

A student may proceed to the PGCert/PGDip/MA following an approved Programme of Study for no less than one academic year on a part-time basis and by passing prescribed assessments.

Candidates registered for the MA will be allowed up to five years to complete from the date of first registration.

21.5.2 Eligibility for Award

21.5.2.1 Award of Master of Arts

To be eligible for the award of the MA Education degree candidates must accumulate 180 credits from the programme including credit for:

SEDM1003/1073 Research Applications 1/1A

and

SEDM1063 Research Methods and Applications 2

and

SEDM1006 Critical Study

21.5.2.2 Award of Postgraduate Diploma

To be eligible for the award of the PGDip in Education candidates must accumulate 120 credits from the programme including credit for:

SEDM1003/1073 Research Methods and Applications 1/1A

21.5.2.3 Eligibility for the Award of Postgraduate Certificate

To be eligible for the award of the PGCert in Education candidates must accumulate 60 credits from the programme including credit for:

SEDM1003/1073 Research Methods and Applications 1/1A

21.5.2.4 Award Calculation

The award of MA/PGDip will be calculated as set out in regulation 21.8.

The award of PGCert will be calculated as set out in regulation 21.8, but in addition:

- in order to achieve an overall merit, candidates must achieve a mark of 60 or above in each of the two modules
- in order to achieve an overall distinction, candidates must achieve a mark of 70 or above in each of the two modules

21.6 PGCert in Secondary Education

21.6.1 Duration of Programme

A student may proceed to the PGCert having followed an approved Programme of Study for no less than one academic year on a part-time basis.

21.6.2 Eligibility for Award

21.6.2.1 Eligibility for the Award of PGCert

To be eligible for the award of the PGCert in Secondary Education candidates must accumulate a total of 60 credits.

21.6.2.2 Award Calculation

The award will be calculated as set out in regulation 21.8, but in addition:

in order to achieve an overall merit, candidates must achieve a mark of 60 or above in each of the two modules

in order to achieve an overall distinction, candidates must achieve a mark of 70 or above in each of the two modules

21.7 MA Literature and Spirituality

On entering the MA/PGDip Literature and Spirituality programme, a student will be required to register for either the PGDip or the MA, and will be subject to the following set of regulations throughout the duration of their study.

21.7.1 Duration of Programme

A student may proceed to the PGDip or the MA having followed an approved Programme of Study for not less than one academic year and not more than four calendar years from the date of first registration upon the programme, and by passing prescribed assessments.

21.7.2 Eligibility for Award

21.7.2.1 Eligibility for the Award of Master of Arts

To be eligible for the award of the MA degree candidates must attempt 180 credits, and accumulate 150 credits including credit for:

ENGM5103 Laboratories of the Spirit

and either

ENGM5403 Report

or

ENGM5406 Dissertation

Candidates who fail a module a second time will not normally be permitted to proceed on the MA programme but may be allowed to work towards a PGDip.

21.7.2.2 Eligibility for the Award of Postgraduate Diploma

To be eligible for the award of the Postgraduate Diploma candidates must accumulate 120 credits, including 60 credits in the core modules.

21.7.2.3 Award Calculation

For students first registering for the programme of study in or after September 2003, the award will be calculated as set out in regulation 21.8.

21.8 Award Calculation

21.8.1 Modules include in the calculation

All modules for which a numeric mark is returned are factored into the calculation.

21.8.2 Calculation Process

21.8.2.1 Translation of marks to classification grades

All numeric marks are translated to classification grades using the following translation table:

Mark	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Grade	2.0	2.1	2.1	2.1	2.2	2.2	2.2	2.3	2.3	2.3	2.4	2.4	2.4	2.5	2.5	2.5	2.6	2.6	2.6
Mark	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
Grade	2.7	2.7	2.7	2.8	2.8	2.8	2.9	2.9	2.9	3.0	3.0	3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8
Mark	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57
Grade	3.9	4.0	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	4.9	5.0	5.1	5.2	5.3	5.4	5.5	5.6	5.7
Mark	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76
Grade	5.8	5.9	6.0	6.1	6.2	6.3	6.4	6.5	6.6	6.7	6.8	6.9	7.0	7.1	7.2	7.3	7.4	7.5	7.6
Mark	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95
Grade	7.7	7.8	7.9	8.0	8.0	8.1	8.1	8.2	8.2	8.3	8.3	8.4	8.4	8.5	8.5	8.6	8.6	8.7	8.7
Mark	96	97	98	99	100														0
Grade	8.8	8.8	8.9	8.9	9.0														0.0

21.8.2.2 Calculation of credit-weighted Classification Grades

Credit-weighted classification grades (CCGs) are calculated by multiplying classification grades as follows:

Module Credit Value	Action Required
6	Multiply by 0.6
15	Multiply by 1.5
20	Multiply by 2
30	Multiply by 3
40	Multiply by 4
50	Multiply by 5
54	Multiply by 5.4
60	Multiply by 6

21.8.2.3 Calculation of the weighted average

The weighted average is calculated as follows:

$$\text{Weighted Average} = \frac{10 \times \text{Sum of CCGs}}{\text{Sum of credits}}$$

21.8.2.4 Determination of Award

The weighted average is compared against the following threshold table to determine the award:

Range into which weighted average falls	Award Obtained
7.00 - 10.0	Distinction
6.00 – 6.99	Merit
5.00 – 5.99	Pass
0.00 – 4.99	Fail

All students whose weighted average falls below a threshold by 0.1 or less (known as the borderline range), will be given particular consideration by the Board of Examiners in accordance with a set of criteria approved in advance by the Board. The criteria currently approved at time of publication are set out below:

Candidates will be deemed eligible for discretionary consideration by the sub-committee and Board as to whether their overall classification should be raised if the final classification grade falls within a borderline range; and

(1) *the following minimum credits are achieved in the higher classification:*

1. MA/MBS 120/110 out of 180/170 credits
2. PGDip 75 out of 120 credits
3. PGCert 40 out of 60 credits

For all candidates who satisfy (1) above, the Board of Examiners will then consider:

- *the number of credits achieved in the higher category;*
- *whether the candidate had demonstrated at least 'pass' level competence across the full profile of results in those programmes where there is provision for condoned failure;*
- *whether all marks are either in the provisional category or a higher category;*
- *any other relevant particular consideration arising from the information available to the Sub-Committee.*

21.9 Conferral of Awards

Postgraduate Degrees and Diplomas may be conferred upon students either at a ceremony in July or December at the University of Leeds or *in absentia*. Students will be asked to specify their conferment choice during their final year.

Students who are awarded a Postgraduate Certificate are not eligible to attend a Degree Ceremony. These awards are conferred *in absentia*.

No award will be conferred upon a student who is in debt to the University College or the University.

22 Progression and Award – Leeds Trinity Awards

(For students first registering in or after September 2010)

22.1 Duration

The maximum and minimum duration of postgraduate awards is defined as follows:

	Min	Max
PG Cert	1 Semester	2 Calendar Years
PG Dip	1 Academic year	3 Calendar Years
Masters	1 Calendar year	5 Calendar Years

Postgraduate Degrees and Diplomas may be conferred upon students either at a ceremony in July or December at the University of Leeds or *in absentia*. Students will be asked to specify their conferment choice during their final year.

22.2 Eligibility for Award

In order to be eligible for award, candidates will satisfy credit requirements as specified in the table below, together with any specific programme requirements as detailed in the relevant programme specification:

Award	Credit Requirements
Masters	180 credits at level 7
PGDip	120 credits at level 7
PGCert	60 credits at level 7

22.3 Award Calculation

22.3.1 Modules include in the calculation

All modules for which a numeric mark is returned are factored into the calculation.

22.3.2 Calculation Process

22.3.2.1 Calculation of credit-weighted Mean

The average of all level 7 marks (weighted by credit) is determined

22.3.3 Determination of Award

The weighted average is compared against the following threshold table to determine the award:

Range into which weighted average falls	Award Obtained
70 – 100	Distinction
60 – 69	Merit
50 – 59	Pass
0 – 49	Fail

All students whose weighted average falls below a threshold by 2.5 marks or less (known as the borderline range), will be given particular consideration by the Board of Examiners in accordance with a set of criteria approved in advance by the Board. The criteria currently approved at time of publication are set out below:

Candidates will be deemed eligible for discretionary consideration by the sub-committee and Board as to whether their overall classification should be raised if the final classification grade falls within a borderline range; and

(1) *the following minimum credits are achieved in the higher classification:*

1. MA/MBS 120/110 out of 180/170 credits
2. PGDip 75 out of 120 credits
3. PGCert 40 out of 60 credits

For all candidates who satisfy (1) above, the Board of Examiners will then consider:

- *the number of credits achieved in the higher category;*

- *whether the candidate had demonstrated at least 'pass' level competence across the full profile of results in those programmes where there is provision for condoned failure;*
- *whether all marks are either in the provisional category or a higher category;*
- *any other relevant particular consideration arising from the information available to the Sub-Committee.*

22.4 Conferral of Awards

Postgraduate awards are conferred upon students at a ceremony organised by Leeds Trinity or *in absentia*. Students will be asked to specify their conferment choice during their final year.

No award will be conferred upon a student who is in debt to the University College.

23 Appeals Procedure

23.1 Scope

23.1.1 This procedure applies to students registered on taught programmes of study who appeal against the results of University College examinations or assessments. Such results may affect progress to the next stage of a programme of study or the award/classification/level of the qualification.

23.1.2 This procedure refers to an individual appellant throughout, but applies equally to a group of students wishing to appeal.

23.1.3 The appeals procedure is not a method of circumventing or setting aside the professional academic judgement of examiners on the performance of students; it is a way of ensuring that, as far as possible, relevant circumstances affecting a student's academic performance are brought to light and taken into account before a final decision is taken on the student's future.

23.1.4 Students wishing to complain about any of the following should follow the Complaints Procedure on the University College intranet:

- (i) a fellow student;
- (ii) a member of University College staff;
- (iii) the standard of academic provision;
- (iv) a University College service;
- (v) the fabric (structure or material) of the University College.

23.2 Grounds for Appeal

23.2.1 A student may appeal on the following grounds:

- (i) evidence of special circumstances which the student could not have reasonably supplied prior to the decision of the Board of Examiners;
- (ii) breach of regulation/procedure;
- (iii) administrative error;
- (iv) discrimination, prejudice or bias.

23.2.2 Students may not question the classification of their award or the results awarded for an individual component of a programme of study unless evidence is submitted under one of the grounds at 23.2.1 (i) - (iv) above.

23.3 Condition of an Appeal

23.3.1 An appeal will be considered only if it is initiated and conducted by the student personally. Neither the University College nor the University will enter into substantive correspondence or discussions with a third party.

- 23.3.2** An appeal will be considered only if it is submitted within 7 calendar days of the publication of results (see 23.5.1(i) below).
- 23.3.3** An appeal will be considered only if it is supported by evidence of the claimed grounds for appeal and evidence of the effect on assessment(s).
- 23.3.4** In respect of an appeal which affects a final award, an appellant may not have his/her award conferred until the appeals procedure has been concluded. On submitting an appeal, a student immediately renders himself/herself ineligible to attend any forthcoming Award Ceremony until the appeal has been decided. Attendance at an Award Ceremony will constitute a withdrawal of an appeal.

23.4 Advice to potential appellants

23.4.1 Informal Resolution

Prior to taking a final decision as to whether or not to submit a formal appeal, a student may wish to speak to:

- (i) the Chairperson of the Panel of Examiners to attempt to clarify the situation;
- (ii) a representative of the Student Union and/or to the Director of the Student Support Service if further advice is required.

23.4.2 Advice on the Appeals Procedure

If a student requires advice on the operation and applicability of the appeals procedure itself he/she should consult the Academic Registrar.

23.4.3 Confidentiality/Integrity of the Procedure

The appeals procedure will be conducted without prejudice to the appellant and will remain confidential between the appellant (and his/her chosen third party accompaniment if relevant), the Appeals Panel, the members of staff involved in the assessment of the student and the Chairperson of the Board of Examiners.

23.4.4 Third Party Accompaniment

There is no entitlement to legal representation at any stage in the process.

A student required to attend a hearing may if he/she so wishes, be accompanied by a third party, acting as a companion. The companion shall be, unless the Chairperson of the Appeals Panel agrees otherwise, a registered student or a member of staff of the University College, a member of the National Student Union or, in the case of Education students, a member of the appropriate Teaching Union. The companion may not, however, be an examiner who has at any time considered the work of the appellant.

The companion will not normally speak at the hearing unless specifically requested to do so by either the student or the Appeals Panel.

It is the responsibility of the student to invite the companion to attend any hearing and notify the companion of the time and place for the hearing.

23.4.5 Change of Personal Details

It is the responsibility of the student to keep the University College informed of any changes to their personal details held by the University College. The University College shall not be responsible for correspondence sent to a non-current address unless the student has informed Academic Registry (Student Administration) in writing of the change in details.

23.4.6 Action Prior to the Outcome of an Appeal

A student who submits an appeal should not assume it will be upheld. Accordingly, pending the outcome of the appeal, an appellant should prepare for any forthcoming re-assessments as necessary.

23.4.7 Expenses

The University College will undertake to pay reasonable and proportionate incidental

expenses necessarily incurred by a **successful** appellant.

23.4.8 Withdrawal of an Appeal

Once an appeal has been withdrawn it cannot be re-instated.

23.5 Procedure

23.5.1 Submission of an Appeal

- (i) The full appeal must be submitted in writing to the Vice Principal (Registrar) not later than 7 calendar days after the publication of results and must be covered by an Appeal Submission Form on which the appellant must state the grounds on which the appeal is made. Appeal Submission Forms are available from Academic Registry (Student Administration), Student Support and Faculty Offices.
- (ii) an appellant may withdraw his/her appeal at any point in the procedures by informing the Vice Principal (Registrar) in writing. Once an appeal has been withdrawn it cannot be re-instated.

23.5.2 Preliminary Consideration of an Appeal

- (i) The Chairperson of the University College Appeals Panel will consider the letter of appeal and will decide whether or not the statement of grounds submitted by the student constitutes a *prima facie* case (that is, whether on first sight, the evidence appears to be sufficient for there to be grounds for appeal);
- (ii) if the Chairperson of the University College Appeals Panel considers that a *prima facie* case has not been made, or that the appeal is vexatious (solely to cause annoyance) or frivolous (not serious or sensible), he/she will write to the appellant to communicate the decision that there are no grounds for appeal;
- (iii) if the Chairperson of the University College Appeals Panel considers that a *prima facie* case has been made, the procedures will continue as set out below.

23.5.3 Gathering Information and Evidence

- (i) The Vice Principal (Registrar) shall write to the Chairperson(s) of the appropriate Panel(s) of Examiners and/or Board of Examiners, requesting a formal written response on the case made by the appellant and, as appropriate, a statement of the procedures adopted in the application of the rules for examination and assessment;
- (ii) this response will be sent to the student who will then be invited to submit any concluding comments;
- (iii) the letter of appeal, the response to the appeal and the concluding comments will be known collectively as the appeal evidence.

23.5.4 Consideration of the Appeal by the Appeals Panel

- (i) The Vice Principal (Registrar) will submit the appeal evidence to the University College Appeals Panel, which has the power to consider appeals and to make decisions on behalf of the University College;
- (ii) the Appeals Panel shall have the following membership:
 - Chairperson - a senior member of University College staff nominated by the Principal;
 - One Dean of Faculty or Head of Department, nominated by the Chairperson, who has not been directly involved in the teaching and assessment of the candidate whose appeal is being considered;
 - One member of Lecturing Staff, nominated by the Chairperson, who has not been directly involved in the teaching and assessment of the candidate whose appeal is being considered.
- (iii) the University College Appeals Panel shall consider the appeal and may require the appellant and/or the appropriate Chairperson of Panel of Examiners to appear before it in person. The appellant may be accompanied by a third party (see 23.4.4 above). The appellant must attend in person and may not be represented by proxy;
- (iv) if the appellant fails to attend the hearing without a satisfactory written explanation then the hearing will proceed provided that the Panel is satisfied that the appellant was given

sufficient notice of the hearing;

- (v) if called before the Panel, the appellant (or at the request of the appellant or the Panel, his/her companion) may make a statement to the Panel and may respond to any questions the Panel may put. The appellant and companion shall then withdraw;
- (vi) the Panel may also require the Chairperson(s) of the Panel(s) of Examiners or his/her/their nominees to appear before the Panel to answer any questions the Panel may put, after which the Chairperson(s) of the Panel(s) of Examiners shall withdraw;
- (vii) following the withdrawal of the appellant and companion and of the Chairperson(s) of the Panel(s) of Examiners, if called, the Panel shall consider the case on the basis of the evidence taken prior to making its decision.

23.5.5 The Appeals Panel Decision

The judgement of the University College Appeals Panel shall be communicated by the Vice Principal (Registrar) to the appellant within five working days of the meeting.

23.5.6 Remedial Action

- (i) the decision of the University College Appeals Panel shall be communicated to the appropriate Chairperson of Panel of Examiners by the Vice Principal (Registrar) with a timetable for the timely implementation of remedial action if necessary;
- (ii) the Appeals Panel shall consider whether the outcome of the appeal has any implications for other students and, if so, make recommendations to appropriate bodies to ensure consistency and fairness.

23.6 Plea Against a Decision of the Appeals Panel

23.6.1 If an appellant on a Leeds Trinity award wishes to plead against the decision of the University College Appeals Panel, he/she may write directly to the Principal within one month of notification of the Panel's decision. The Principal will review the case and decide upon it taking into account all of the available evidence and the grounds of the plea. The decision of the Principal will be final.

23.6.2 If an appellant on a University of Leeds award wishes to plead against the decision of the University College Appeals Panel, he/she may write to the Vice-Chancellor of the University of Leeds (via the Office of Academic Appeals and Regulation) within one month of notification of the Panel's decision. The Vice-Chancellor or a Pro-Vice-Chancellor acting on his/her behalf will review the case (via the Office of Academic Appeals and Regulation) and decide upon it taking into account all of the available evidence and the grounds of the plea. The decision of the Vice-Chancellor or Pro-Vice-Chancellor will be final.

23.7 Case Closure

23.7.1 The Vice Principal (Registrar) will issue a "Completion of Procedures" letter within five working days of being informed by the Principal (in the case of Leeds Trinity awards) or the University of Leeds (in the case of University of Leeds awards) of the completion of the outcome of the plea.

23.8 Independent External Review

23.8.1 If, on exhaustion of procedures detailed above, a student is dissatisfied with the academic appeals process he/she has the right to seek an independent external review by applying to the Office of the Independent Adjudicator (OIA) within 3 months of the date of the "Completion of Procedures" letter.

23.8.2 The "Completion of Procedures" letter will contain information on the services provided by the OIA and how to submit an application.

23.9 Summary of Timescales

The following maximum timescales will apply to University College-based procedures¹ following the date of publication of results to students:

Results published	
Submission of letter appeal by student	1 week
Preliminary consideration/ identification of prima facie case	1 week
Submission of response by Chairperson of Panel of Examiners	1 week
Submission of concluding comments by student	1 week
Meeting of Appeals Panel	up to 3 weeks
Outcome communicated to student	1 week

24 Withdrawal

A student may withdraw from his/her Programme of Study and the University College at any time prior to the end of the period allowed for the completion of a degree programme, by following the withdrawal procedure set out in 24.2.1. In the absence of written notice of withdrawal, by the student to Academic Registry (Student Administration), stating the last date of attendance, no transcript or transfer credit will be released by Academic Registry (Student Administration).

24.1 Liability for Fee Payment

It is a student's responsibility to inform the University College that they wish to withdraw. A student will be liable for payment of tuition fees up to the date that they complete the withdrawal procedure (see 24.2.1 below) ie. a completed withdrawal form is submitted to Academic Registry (Student Administration).

24.2 Grounds for Withdrawal (Student Application)

A student may apply to withdraw, either permanently or temporarily, on the following grounds:

- Transfer to another institution
- Financial Reasons
- Medical Reasons
- Employment
- Restarting another course
- Personal Reasons

The maximum duration of temporary leave that will be granted is one calendar year from the last date of attendance. An expected return date will always be specified. Extension beyond this date must be applied for in accordance with the procedure outlined below.

24.2.1 Withdrawal Procedure

A student seeking temporary or permanent withdrawal must:

- (i) complete section A of the University College Withdrawal Form. (These are available in Academic Registry (Student Administration) and in individual Faculties);
- (ii) consult the Programme Director to notify them of the proposed withdrawal;
- (iii) consult the Finance Office to discuss any Financial implications of the proposed withdrawal;
- (iv) submit the completed form to Academic Registry (Student Administration).

24.2.2 Withdrawal Procedure

If a student has not completed the above process but, due to verbal notification and/or non-attendance, the University College believes that the student has withdrawn, a withdrawal form will be sent to the student with a request to return the completed form to Academic Registry (Student Administration) by a specified deadline. Any student who does not return the form by the deadline, or make contact with Academic Registry (Student Administration) to explain the

¹ Timescales for procedures in 23.6.2 to 23.8 above which are governed by the University of Leeds or the Office or the Independent Adjudicator are not within the jurisdiction of the University College.

situation, will be permanently withdrawn by the University College with effect from the deadline given for the return of the form.

24.3 Grounds for withdrawal (University College Requirement)

A student may be required to withdraw, either temporarily or permanently:

- (i) as a result of failure to achieve the minimum credit requirements for progression;
- (ii) as a result of a change in his/her fee status.

24.4 Suspension and Expulsion

A student may be suspended or expelled as a result of the application of disciplinary procedures. A student who is under suspension, is ineligible to receive any credit for any study or assessment undertaken during the period of suspension.

A student who is expelled, or who has been required to withdraw permanently, ceases to be a student of the University College from the date of expulsion or withdrawal, which date will be communicated to the student's LEA and/or home institution. No credit will normally be awarded for any period of attendance after the end of the last semester in which the student completed the attendance and assessment requirement(s).

24.5 Return after Temporary Withdrawal

A student must present for registration on the agreed date of their return to University College after a period of temporary withdrawal. If a student requires an extension to their period of temporary leave, they must apply in writing to the Academic Registrar, at least four weeks prior to the expiry of the current approved period of temporary leave. If a student fails to present within 14 days of expiry of their approved period of temporary leave and no written application for an extension has been received, the student will be deemed to have withdrawn permanently from the University College.

Any student who is granted temporary leave due to illness will, prior to their return, be required to produce medical certification indicating that they are fit to return to their studies.

No student will be permitted to register after a period of temporary leave unless they are in good financial standing with the University College.

PROFESSIONAL GRADUATE CERTIFICATE IN EDUCATION (PGC)

25 Admissions Regulations

25.1 Entry to the PGC

Applicants for entry to the PGC Programme must:

- (i) apply through GTTR, specifying the Programme to which entry is sought; AND
- (ii) satisfy the matriculation requirements of the University of Leeds; AND
- (iii) satisfy the admissions requirements of the Programme to which entry is sought; AND
- (iv) receive a formal offer from the University College of a place in the specified Programme.

25.2 Qualifications for Admission

Candidates for the PGC in Education must be graduates of a university in the United Kingdom or must have obtained such other academic qualifications as shall be approved by the Senate of the University. In addition, candidates must:

- (i) hold a degree or an equivalent qualification in a subject relevant to that for which they will be trained to teach;
- (ii) be able to read effectively and communicate clearly and accurately in spoken and written standard English;
- (iii) have obtained the standard required to achieve at least a grade C in the GCSE examinations in Mathematics and English;
- (iv) meet the Secretary of State's requirements for physical and mental fitness to teach;
- (v) have not been excluded from teaching or working with children nor be registered with ISA or the Criminal Records Bureau as unfit to work with children or young persons;
- (vi) have suitable personal and intellectual qualities required for teaching in secondary schools;
- (vii) have completed a General Teaching Council Suitability Declaration and have been deemed suitable to be a registered teacher.

26 Registration

To be eligible for any award, a student must be registered for a Programme of Study. No credit or qualification can be awarded to a student whose registration is not confirmed by Academic Registry (Student Administration).

26.1 Programme Registration

Each student must register for his/her PGC Programme on the commencement date designated by the Programme Director. Summary personal data is held on file, derived from the initial application, which forms the basis of each student's Programme Registration.

For a student's Programme Registration to be confirmed, the student must provide the following evidence:

- fee status
- medical clearance
- evidence of first degree
- evidence of A levels and GCSE Mathematics and English
- satisfactory enhanced disclosure certificate from the Criminal Records Bureau
- satisfactory reference

If these requirements cannot be satisfied at registration, the student's Programme Registration will remain unconfirmed by Academic Registry (Student Administration). If this requirement remains unsatisfied after the end of the sixth week of teaching of the semester, the student may be required to withdraw, either temporarily or permanently, from the Programme and the University College. Academic Registry (Student Administration) is responsible for notifying the

student of what is needed to satisfy this requirement. A student will not be eligible to receive a training salary unless s/he is fully registered.

A student must register in person. To be valid, a student's initial Programme Registration must be submitted on the Programme Registration document, signed by the student named on the document, and confirmed by Academic Registry (Student Administration).

27 Attendance

27.1 General Requirements and Responsibilities

Students have a responsibility to engage fully with designated learning activities of programmes and modules as required. All students are required to be in attendance at the University College throughout the periods of published dates of terms **and to be available for all published re-assessment periods which may fall outside term-time**. Students who live overseas should note that their travel home for vacations must be arranged in compliance with these regulations.

Students *must attend and complete* the requirements of all courses of lectures, practical work, tutorials and periods of schools practice or professional attachment to the satisfaction of the Dean of the Faculty of Education. Failure to do so may result in a student being required to withdraw from the University College.

The full requirements for completion and attendance, including any additional requirements for any particular element, will be published by the Faculty of Education.

27.2 Absence

A student who is absent through illness or other good cause must notify the Dean of the Faculty of Education who will forward the information to the appropriate tutor(s). *In cases where absence through illness extends beyond one week, the student must provide a medical certificate.*

Students should note that poor attendance in professionally-focussed programmes or modules may result in referral to the Academic and Professional Misconduct Panel.

Following a 15 working day period of continuous lack of engagement with designated learning activities, students who fail to respond to correspondence regarding their attendance, or who then fail to improve their attendance to a level deemed satisfactory by the Head of Department, will be deemed to have withdrawn from their programme of study and appropriate authorities will be notified.

For non-EU international students, reporting of absence will be in accordance with home office visa requirements as defined from time to time.

28 Assessment

28.1 Assessment

28.1.1 Assessment

Assessment is competence-based and will be carried out with reference to the national standards currently in force. Students' performance against these standards will be assigned to twelve standard cluster headings and will be recorded for consideration by the Board of Examiners under two summary headings:

PS - Professional Studies (incorporating 4 standard cluster headings)

SS – Subject Studies (incorporating 8 standard cluster headings)

Competence under each of the two summary headings will be assessed in three contexts:

- (i) knowledge evidence assessed in College through written assignments, tests and tasks;
- (ii) performance evidence assessed in the first placement school through documentary, observational and testimony evidence;

- (iii) competence transfer evidence assessed in the second placement school through documentary, observational and testimony evidence.

The students on the Professional Graduate Certificate in Education are assessed at three stages during the one year course. The first two assessments will determine eligibility to progress to the next stage. The third and final assessment will determine eligibility for award.

28.2 Assessment against the National Standards

The national standards listed in “*Qualifying to Teach: Professional Standards for the Award of Qualified Teacher Status and Requirements for Initial Teacher Training*” have been clustered into two categories and assigned to 12 “Standard Cluster Headings” or “SCHs”.

Evidence against the SCHs for each student will be obtained and assessed in each of the 3 stages of the course:

Stage 1	University College based training ¹
Stage 2	First placement school
Stage 3	Second placement school

28.2.1 Assessment Codes

In each of the three stages of assessment the following codes are used to describe the students' competence attainment and availability of evidence:

C	National Standards exceeded to an extent typical of an NQT at the end of the Induction Year;
Q	National Standards exceeded to an extent typical of an NQT at the start of the Induction Year;
S	clear evidence that Standards have been met;
U	marginal fail; National Standards partially met and/or there is inconsistency in practice; competence unproven;
X	clear evidence that Standards have not been met;
N	for reason beyond the control of the student no evidence is available.

28.3 Late Submission of Course work

28.3.1 Extensions

The deadlines for the submission of essays/dissertations and independently prepared work are published to candidates in advance of the period in which they are expected to complete the necessary work. If a candidate wishes to apply for an extension to the deadline s/he must apply for an extension from the Programme Director, in advance of the original published deadline, and on a University College Extension Request Form.

Extensions will normally only be granted for up to 5 working days. If further time is required then the candidate should consider applying for a Deferred First Opportunity (see 28.6.1 below).

Extensions will be recorded by faculty offices who will be responsible for informing relevant module tutors when extensions have been granted.

28.3.2 Marking System for Late Submission of Course work

If no extension has been granted, all coursework which is not submitted by the prescribed deadline will automatically be awarded a mark of “fail”.

28.4 Submission of Coursework in Excess of a Specified Limit

It is the responsibility of the student to submit work which is within the specified limit and to include a word count on all written assessed coursework. Examiners will disregard that part of

¹ For PGC SCITT students stage 1 will be school-based

a piece of assessed work which exceeds the specified limit by 10% or more. If it is considered that a student has falsified the word count on an item of his/her coursework he/she will be referred to the Academic & Professional Misconduct Panel.

28.5 Disabilities Affecting a Candidate's Performance

If a candidate has a disability or chronic medical condition which they believe will affect their performance in assessment, they should make an appointment to see the Disability Co-ordinator in order to complete a request form for special arrangements for assessment. This form will be processed by the University College and the student will be informed by Academic Registry (Student Administration) of arrangements which have been put in place.

Candidates must inform Academic Registry (Student Administration) of any impairment/disability immediately it is evident.

28.6 Special Factors Affecting a Candidate's Performance

28.6.1 Deferred First Opportunity (DFO)

If a candidate's performance is affected or if s/he is prevented from **taking** or **completing** an assessment through illness or through some other sufficient cause, the candidate must make a formal application to the Academic Registrar on the required form (see regulation 28.6.1.1) for a Deferred First Opportunity.

Deferred opportunity for assessment is available only to those students who:

- (i) have satisfied the attendance requirements of the course component(s) concerned (see regulation 27); AND
- (ii) with good cause, have not completed sufficient assessment in the course component(s) concerned for a mark to be returned.

A student who satisfies the criteria (i) and (ii) above, may, however, forgo the deferred opportunity for assessment. In such a case, the student may be permitted to progress or to apply for an award, provided he/she is otherwise eligible for progression or an award. In such cases, the Board of Examiners will determine whether the student may progress or receive an award.

28.6.1.1 Application

If a candidate wishes to apply for a Deferred First Opportunity then he/she must make a written application on the required form to the Academic Registrar. As part of this process the candidate will be expected to supply independent documentary evidence in support of their request.

Examples of admissible supporting evidence are shown below:

FACTOR	ADMISSIBLE EVIDENCE
Illness	Medical certificate from a doctor stating the nature, severity and duration of the illness
Crime (e.g. burglary)	Official police crime report
Bereavement	Death Certificate
Motor Incident/Accident	Police report/Hospital admission certificate
Other	Written evidence from an independent third party who has first-hand knowledge of the situation

If evidence is found to be false, the candidate will be referred to the Academic & Professional Misconduct Panel

The application should be made as soon as possible after the circumstances affecting the candidate's ability to be assessed become apparent. Normally such applications must be made no later than the date of the assessment to which the application relates, but in exceptional circumstances, the above procedures may be applied to retrospective applications.

DFO application forms are available from Academic Registry (Student Administration), Faculty Offices and on the web.

28.6.1.2 Approval Process

- (i) Academic Registry (Student Administration) will forward the application and any supporting evidence to the appropriate Chairperson of Panel(s) of Examiners;
- (ii) The Chairperson of Panel(s) of Examiners will consider the request, indicate in writing their support (or otherwise) for the case and return the application to Academic Registry (Student Administration);
- (iii) The application, together with any supporting evidence and the statement(s) from the Chairperson of the Panel(s) of Examiners will be forwarded by Academic Registry (Student Administration) to the Chairperson of the relevant Board of Examiners for decision;
- (iv) The decision of the Chairperson of the Board of Examiners will be notified by Academic Registry (Student Administration) to the student within 7 days of the decision being made.

28.6.1.3 Timing of DFO Assessment

A student granted a deferred opportunity will be assessed at the next suitable assessment/re-assessment period by agreement with the Chairperson of Panel of Examiners/ Programme Director.

28.6.1.4 Re-Application

A student who is unfit for the DFO assessment may apply for a further deferred opportunity on the next scheduled occasion for assessment in the module, provided that they supply medical or other independent evidence in support of their request. Any such request will be subject to the process in 28.6.1.2 above. If no application is made, the candidate will forfeit the deferred opportunity.

28.6.1.5 Cancellation

Once a DFO has been approved it remains in place until either:

- (i) written notification is submitted by the student to Academic Registry (Student Administration) informing Academic Registry (Student Administration) that the student wishes to cancel the DFO. Such notification must be received 24 hours prior to the examination/assessment deadline in question; or
- (ii) in the case of the DFO relating to coursework, a piece of work is submitted by the student. This work will be assumed to be that submitted in respect of the attempt to which the deferred opportunity applies.

28.6.2 Repeat Opportunities for Training/Assessment

If, due to special circumstances, and with good cause, a student is unable to:

- (i) continue the course of training, AND;
- (ii) submit the required evidence for assessment

then s/he may apply for a repeat opportunity for training/assessment. A student granted such an opportunity will temporarily withdraw from the course and the opportunity will be assessed according to a timescale specified by the Programme Director.

Failure to take up the opportunity at the specified time will normally lead to forfeiture of the right to return to the course.

28.6.2.1 Application

If a candidate wishes to apply for a repeat opportunity as a result of special factors then **he/she must make a written application to the Academic Registrar who will forward the application to the appropriate Chairperson of Panel of Examiners. The application must be supported by independent documentary evidence.**

The application should be made as soon as possible after the circumstances affecting the candidate's ability to continue training/present for assessment become apparent.

28.7 Assessment Failure

28.7.1 Failure to complete a unit of assessed work without good cause.

Failure to complete a unit of assessed work without good cause will normally be deemed to constitute evidence of incompetence and will be recorded as failure against the unit.

28.7.2 Re-Assessments

Candidates who have not been successful in meeting competence requirements under all five headings and against all relevant standards by the end of the course may, on the recommendation of the examiners, present for re-assessment.

28.7.2.1 Application to Re-sit

Any student intending to re-sit an element (regardless of the form of assessment) should apply to Academic Registry (Student Administration) in writing, enclosing the correct fee. Failure to do so may result in the candidate not being permitted to re-sit the element and so losing a re-sit opportunity.

28.7.2.2 Number of Re-sit Opportunities Permitted

A student may be permitted two opportunities for re-assessment.

28.7.2.3 Timing of Re-sit Opportunities

Both opportunities for re-assessment must be taken up no later than the end of the second calendar year following the completion of the programme of study. Re-assessment of written assignments will normally be during the first term of the academic year, re-assessment of competence in the classroom will normally be during the final term of the academic year.

A student who is unfit for the re-assessment may apply again for re-assessment on the next scheduled occasion for assessment in the element, provided that the candidate supplies medical evidence in support of the request. In such cases no opportunity will be forfeited. If, however, no application is made, the candidate will forfeit the opportunity.

28.7.2.4 Scope of Material to be Re-assessed

The scope of the material to be re-assessed is at the discretion of the Chairperson of the Panel of Examiners.

28.7.2.5 Re-sitting a Element following a period of Illness

A student who is granted a deferred assessment as a result of illness may, at the discretion of the Chairperson of the Panel of Examiners, be required to submit medical evidence confirming that he/she is fit to undergo re-assessment. In such cases this evidence will be required before any re-assessment can take place.

28.8 Academic and Professional Misconduct

28.8.1 Definition of Academic Misconduct

Academic misconduct encompasses all kinds of academic dishonesty including:

28.8.1.1 Plagiarism

Any work submitted for assessment must, unless collaborative work has been specifically permitted in the assignments guidelines, be the individual student's own work. In any event, whether the work is from an individual or a permitted collaboration, any passages quoted, from whatever source, must be clearly marked as quotations, and such quotations and any passages which are paraphrased must be properly attributed to their authors. Failure to do so may be regarded as plagiarism.

28.8.1.2 Cheating in Examinations

In a formal examination situation, students are expressly forbidden to copy from another candidate or from notes and that they are also forbidden to communicate with other candidates or with any person(s) except the invigilators. Any such actions will be regarded as cheating in examinations.

28.8.1.3 Collusion

Students who take part in inappropriate or illicit collaboration with other students with the intention of gaining advantage individually or for a group will be regarded as having colluded.

28.8.1.4 Fabrication/falsification

Any student found to have tampered with or defrauded official documentation, or fabricated data or other such content will be regarded as having fabricated/falsified material.

28.8.1.5 Impersonation

Any student found to be assuming the identity of a third party in order to gain access or advantage will be deemed guilty of impersonation.

28.8.2 Definition of Professional Misconduct

Professional misconduct encompasses any actions on the part of a student which might render them unsuitable to undertake/continue a professionally-oriented component of their programme of study. Examples of professional misconduct include:

28.8.2.1 Lack of preparation for/engagement with professional component

If a student's lack of preparation for/engagement with a professional component of their programme of study renders them unlikely to succeed on that component, or would put the reputation of the University College at risk should the student undertake/continue the component, this will be deemed professional misconduct.

28.8.2.2 Failure to comply with an approved Code of Professional Conduct

If a student fails to comply with an approved Code of Professional Conduct, in place in relation to a professionally oriented programme (eg programmes of initial teacher training), this will be deemed professional misconduct.

28.8.2.3 General Inappropriate Behaviour

If a student's behaviour is found to be such that it renders them unlikely to succeed on a professional component in their programme, or would put the reputation of the University College at risk should the student undertake/continue the component, this will be deemed professional misconduct.

28.8.3 Action to be taken in cases of Academic and/or Professional Misconduct

All cases of academic and/or professional misconduct will be dealt with, either at Faculty level by a Faculty Panel or centrally by the Academic and Professional Misconduct Panel, in accordance with the Student Academic and Professional Misconduct Procedure.

28.8.4 Typical Penalties for Academic or Professional Misconduct

Typical penalties available to a Faculty Panel and the Academic and Professional Misconduct Panel are set out in the Student Academic and Professional Misconduct Procedure.

29 Progression and Award

29.1 Professional Graduate Certificate in Education - Secondary

On entering the programme, a student must register directly for the Professional Graduate Certificate in Education, and will be subject to the following set of regulations throughout the duration of his/her study.

29.1.1 Duration of Programme

One academic year of 37 weeks

29.1.2 Progression

29.1.2.1 Stage 1: University College-Based Training into Stage 2: School Based Training (School 1)

At the end Stage 1 University College-based training the Panel of Examiners reviews evidence from the Subject Studies units and the Professional Studies units to determine whether students should progress to Stage 2. Recommendations regarding denial of progression from Stage 1 to Stage 2 will be made by the Panel of Examiners for decision by the Board of Examiners.

Students will progress from Stage 1 to Stage 2 unless there is clear evidence of:

- (i) professional misconduct which renders it inappropriate to place a trainee in to a school placement; and/or
- (ii) a level of failure against National Standards judged to be irredeemable within Stage 2. (This level of failure typically would consist of X or U codes returned against 6 or more SCHs).

29.1.2.2 Stage 2: School-Based Training (School 1) into Stage 3: School Based Training (School 2)

At the end Stage 2 School-Based Training the Panel of Examiners meets to review evidence contained in school and link tutor reports to determine whether students should progress to Stage 3. Recommendations regarding denial of progression from Stage 2 to Stage 3 will be made by the Panel of Examiners for decision by the Board of Examiners.

Students will progress from Stage 2 to Stage 3 unless there is clear evidence of:

- (i) professional misconduct which renders it inappropriate to place a trainee in to a school placement; and/or
- (ii) a level of failure against National Standards judged to be irredeemable within Stage 3. This level of failure typically would consist of either:
 - X or U codes returned against 6 or more SCHs; or
 - X or U codes returned against all 4 SCHs in the professional studies category; or
 - X or U codes returned against 5 or more SCHs in the subject studies category.

29.1.2.3 Stage 3: School-Based Training (Second Placement School) and Summative Assessment

At the end of Stage 3 School-Based Training the Panel of Examiners meets to review evidence from second placement school reports and University College verifier's reports, and any special case data, in order to make recommendations to the Professional Panel concerning student progress in Stage 3.

Students will progress from Stage 3 to consideration for award unless there is clear evidence of:

- (i) professional misconduct; and/or
- (ii) a significant level of failure against National Standards. This level of failure typically would consist of either:
 - X or U codes returned against 6 or more SCHs; or
 - X or U codes returned against 3 or more SCHs in the professional studies category; or
 - X or U codes returned against 4 or more SCHs in the subject studies category.

29.1.3 Eligibility for Award

Eligibility for award is determined by a Professional Panel of Examiners which meets at the end of the course and comprises University College internal examiners, University internal examiners; at least seven school-based tutors representing partnership schools and the external moderators (including the External Examiner). This panel considers the

recommendations of the first Panel; reviews special cases and considers eligibility for QTS and age phase for qualification for approval by the Board of Examiners of the University College.

To be eligible for the award of the Professional Graduate Certificate in Education candidates should:

- (i) have been deemed by the Board of Examiners to have satisfied requirements for progression at the end of Stage 1, 2 and 3;
- (ii) have provided evidence of having met or exceeded all National Standards relating to Standards Cluster Headings (SCH) and normally within a school context (ie either at Stage 2 or Stage 3);
- (iii) be deemed a fit and proper person to work with young people in secondary schools;
- (iv) have passed the 3 National Skills Tests in numeracy, literacy and ICT.

Candidates who comply with all of the four conditions above will be recommended:

- (i) for the award of the Professional Certificate in Education;
- (ii) to the General Teaching Council for England (GTCE) for the award of Qualified Teacher Status (QTS)

Candidates therefore need to have completed the three online national skills tests in numeracy, literacy and ICT before completion of the PGC Course.

29.2 Catholic Education – Supererogatory Competencies

The University College has constructed competence statements which are the basis for the teaching and assessment in the Catholic Education elective unit provided within Stage I of the course.

Students' performance in these competence areas is monitored but not assessed during their two school placements, and informs the references provided by schools and the University College.

Eligibility for QTS is not conditional upon students passing the Catholic Education option.

29.3 Conferment of Awards

Professional Graduate Certificates are conferred upon students at a ceremony organised by Leeds Trinity or in absentia. Students will be asked to specify their conferment choice during their final year.

No award will be conferred upon a student who is in debt to the University College.

30 Appeals Procedure

30.1 Scope

- 30.1.1** This procedure applies to students registered on taught programmes of study who appeal against the results of University College examinations or assessments. Such results may affect progress to the next stage of a programme of study or the award/classification/level of the qualification.
- 30.1.2** This procedure refers to an individual appellant throughout, but applies equally to a group of students wishing to appeal.
- 30.1.3** The appeals procedure is not a method of circumventing or setting aside the professional academic judgement of examiners on the performance of students; it is a way of ensuring that, as far as possible, relevant circumstances affecting a student's academic performance are brought to light and taken into account before a final decision is taken on the student's future.
- 30.1.4** Students wishing to complain about any of the following should follow the Complaints Procedure on the University College intranet:
- (i) a fellow student;
 - (ii) a member of University College staff;
 - (iii) the standard of academic provision;
 - (iv) a University College service;
 - (v) the fabric (structure or material) of the University College.

30.2 Grounds for Appeal

- 30.2.1** A student may appeal on the following grounds:
- (i) evidence of special circumstances which the student could not have reasonably supplied prior to the decision of the Board of Examiners;
 - (ii) breach of regulation/procedure;
 - (iii) administrative error;
 - (iv) discrimination, prejudice or bias.
- 30.2.2** Students may not question the classification of their award or the results awarded for an individual component of a programme of study unless evidence is submitted under one of the grounds at 30.2.1(i) - (iv) above.

30.3 Condition of an Appeal

- 30.3.1** An appeal will be considered only if it is initiated and conducted by the student personally. Neither the University College nor the University will enter into substantive correspondence or discussions with a third party.
- 30.3.2** An appeal will be considered only if it is submitted within 7 calendar days of the publication of results (see 30.5.1(i) below).
- 30.3.3** An appeal will be considered only if it is supported by evidence of the claimed grounds for appeal and evidence of the effect on assessment(s).
- 30.3.4** In respect of an appeal which affects a final award, an appellant may not have his/her award conferred until the appeals procedure has been concluded. On submitting an appeal, a student immediately renders himself/herself ineligible to attend any forthcoming Award Ceremony until the appeal has been decided. Attendance at an Award Ceremony will constitute a withdrawal of an appeal.

30.4 Advice to potential appellants

30.4.1 Informal Resolution

Prior to taking a final decision as to whether or not to submit a formal appeal, a student may wish to speak to:

- (i) the Chairperson of the Panel of Examiners to attempt to clarify the situation;
- (ii) a representative of the Student Union and/or to the Director of the Student Support Service if further advice is required.

30.4.2 Advice on the Appeals Procedure

If a student requires advice on the operation and applicability of the appeals procedure itself he/she should consult the Academic Registrar.

30.4.3 Confidentiality/Integrity of the Procedure

The appeals procedure will be conducted without prejudice to the appellant and will remain confidential between the appellant (and his/her chosen third party accompaniment if relevant), the Appeals Panel, the members of staff involved in the assessment of the student and the Chairperson of the Board of Examiners.

30.4.4 Third Party Accompaniment

There is no entitlement to legal representation at any stage in the process.

A student required to attend a hearing may if he/she so wishes, be accompanied by a third party, acting as a companion. The companion shall be, unless the Chairperson of the Appeals Panel agrees otherwise, a registered student or a member of staff of the University College, a member of the National Student Union or, in the case of Education students, a member of the appropriate Teaching Union. The companion may not, however, be an examiner who has at any time considered the work of the appellant.

The companion will not normally speak at the hearing unless specifically requested to do so by either the student or the Appeals Panel.

It is the responsibility of the student to invite the companion to attend any hearing and notify the companion of the time and place for the hearing.

30.4.5 Change of Personal Details

It is the responsibility of the student to keep the University College informed of any changes to their personal details held by the University College. The University College shall not be responsible for correspondence sent to a non-current address unless the student has informed Academic Registry (Student Administration) in writing of the change in details.

30.4.6 Action Prior to the Outcome of an Appeal

A student who submits an appeal should not assume it will be upheld. Accordingly, pending the outcome of the appeal, an appellant should prepare for any forthcoming re-assessments as necessary.

30.4.7 Expenses

The University College will undertake to pay reasonable and proportionate incidental expenses necessarily incurred by a **successful** appellant.

30.4.8 Withdrawal of an Appeal

Once an appeal has been withdrawn it cannot be re-instated.

30.5 Procedure

30.5.1 Submission of an Appeal

- (i) The full appeal must be submitted in writing to the Vice Principal (Registrar) not later than 7 calendar days after the publication of results and must be covered by an Appeal Submission Form on which the appellant must state the grounds on which the appeal is

made. Appeal Submission Forms are available from Academic Registry (Student Administration), Student Support and Faculty Offices.

- (ii) an appellant may withdraw his/her appeal at any point in the procedures by informing the Vice Principal (Registrar) in writing. Once an appeal has been withdrawn it cannot be re-instated.

30.5.2 Preliminary Consideration of an Appeal

- (i) The Chairperson of the University College Appeals Panel will consider the letter of appeal and will decide whether or not the statement of grounds submitted by the student constitutes a *prima facie* case (that is, whether on first sight, the evidence appears to be sufficient for there to be grounds for appeal);
- (ii) if the Chairperson of the University College Appeals Panel considers that a *prima facie* case has not been made, or that the appeal is vexatious (solely to cause annoyance) or frivolous (not serious or sensible), he/she will write to the appellant to communicate the decision that there are no grounds for appeal;
- (iii) if the Chairperson of the University College Appeals Panel considers that a *prima facie* case has been made, the procedures will continue as set out below.

30.5.3 Gathering Information and Evidence

- (i) The Vice Principal (Registrar) shall write to the Chairperson(s) of the appropriate Panel(s) of Examiners and/or Board of Examiners, requesting a formal written response on the case made by the appellant and, as appropriate, a statement of the procedures adopted in the application of the rules for examination and assessment;
- (ii) this response will be sent to the student who will then be invited to submit any concluding comments;
- (iii) the letter of appeal, the response to the appeal and the concluding comments will be known collectively as the appeal evidence.

30.5.4 Consideration of the Appeal by the Appeals Panel

- (i) The Vice Principal (Registrar) will submit the appeal evidence to the University College Appeals Panel, which has the power to consider appeals and to make decisions on behalf of the University College;
- (ii) the Appeals Panel shall have the following membership:
 - Chairperson - a senior member of University College staff nominated by the Principal;
 - One Dean of Faculty or Head of Department, nominated by the Chairperson, who has not been directly involved in the teaching and assessment of the candidate whose appeal is being considered;
 - One member of Lecturing Staff, nominated by the Chairperson, who has not been directly involved in the teaching and assessment of the candidate whose appeal is being considered.
- (iii) the University College Appeals Panel shall consider the appeal and may require the appellant and/or the appropriate Chairperson of Panel of Examiners to appear before it in person. The appellant may be accompanied by a third party (see 30.4.4 above). The appellant must attend in person and may not be represented by proxy;
- (iv) if the appellant fails to attend the hearing without a satisfactory written explanation then the hearing will proceed provided that the Panel is satisfied that the appellant was given sufficient notice of the hearing;
- (v) if called before the Panel, the appellant (or at the request of the appellant or the Panel, his/her companion) may make a statement to the Panel and may respond to any questions the Panel may put. The appellant and companion shall then withdraw;
- (vi) the Panel may also require the Chairperson(s) of the Panel(s) of Examiners or his/her/their nominees to appear before the Panel to answer any questions the Panel may put, after which the Chairperson(s) of the Panel(s) of Examiners shall withdraw;
- (vii) following the withdrawal of the appellant and companion and of the Chairperson(s) of the Panel(s) of Examiners, if called, the Panel shall consider the case on the basis of the evidence taken prior to making its decision.

30.5.5 The Appeals Panel Decision

The judgement of the University College Appeals Panel shall be communicated by the Vice Principal (Registrar) to the appellant within five working days of the meeting.

30.5.6 Remedial Action

- (i) the decision of the University College Appeals Panel shall be communicated to the appropriate Chairperson of Panel of Examiners by the Vice Principal (Registrar) with a timetable for the timely implementation of remedial action if necessary;
- (ii) the Appeals Panel shall consider whether the outcome of the appeal has any implications for other students and, if so, make recommendations to appropriate bodies to ensure consistency and fairness.

30.6 Plea Against a Decision of the Appeals Panel

30.6.1 If an appellant wishes to plead against the decision of the University College Appeals Panel, he/she may write directly to the Principal within one month of notification of the Panel's decision. The Principal will review the case and decide upon it taking into account all of the available evidence and the grounds of the plea. The decision of the Principal will be final.

30.7 Case Closure

30.7.1 The Vice Principal (Registrar) will issue a "Completion of Procedures" letter within five working days of being informed by the Principal of the completion of the outcome of the plea.

30.8 Independent External Review

30.8.1 If, on exhaustion of procedures detailed above, a student is dissatisfied with the academic appeals process he/she has the right to seek an independent external review by applying to the Office of the Independent Adjudicator (OIA) within 3 months of the date of the "Completion of Procedures" letter.

30.8.2 The "Completion of Procedures" letter will contain information on the services provided by the OIA and how to submit an application.

30.9 Summary of Timescales

The following maximum timescales will apply to University College-based procedures¹ following the date of publication of results to students:

Results published	
Submission of letter appeal by student	1 week
Preliminary consideration/ identification of prima facie case	1 week
Submission of response by Chairperson of Panel of Examiners	1 week
Submission of concluding comments by student	1 week
Meeting of Appeals Panel	up to 3 weeks
Outcome communicated to student	1 week

31 Withdrawal

A student may withdraw from his/her Programme of Study and the University College at any time prior to the end of the period allowed for the completion of the programme, by following the withdrawal procedure set out in 31.2.1. In the absence of written notice of withdrawal, by the student to Academic Registry (Student Administration), stating the last date of attendance, no transcript or transfer credit will be released by Academic Registry (Student Administration).

¹ Timescales for procedures in 30.8 above which are governed by the University of Leeds or the Office or the Independent Adjudicator are not within the jurisdiction of the University College.

31.1 Liability for Fee Payment

It is a student's responsibility to inform the University College that they wish to withdraw. A student will be liable for payment of tuition fees up to the date that they complete the withdrawal procedure (see 31.2.1 below) ie. a completed withdrawal form is submitted to Academic Registry (Student Administration).

31.2 Grounds for Withdrawal (Student Application)

A student may apply to withdraw, either permanently or temporarily, on the following grounds:

- Transfer to another institution
- Financial Reasons
- Medical Reasons
- Employment
- Personal Reasons

The maximum duration of temporary leave that will be granted is one calendar year in the first instance from the last date of attendance. An expected return date will always be specified. Extension beyond this date must be applied for in accordance with the procedure outlined below.

31.2.1 Withdrawal Procedure

A student seeking temporary or permanent withdrawal must:

- (i) complete section A of the University College Withdrawal Form. (These are available in Academic Registry (Student Administration) and in individual Faculties);
- (ii) consult the Programme Director to notify them of the proposed withdrawal.
- (iii) consult the Finance Office to discuss any Financial implications of the proposed withdrawal;
- (iv) submit the completed form to Academic Registry (Student Administration).

31.2.2 Failure to complete the withdrawal procedure

If a student has not completed the above process but, due to verbal notification and/or non-attendance, the University College believes that the student has withdrawn, a withdrawal form will be sent to the student with a request to return the completed form to Academic Registry (Student Administration) by a specified deadline. Any student who does not return the form by the deadline, or make contact with Academic Registry (Student Administration) to explain the situation, will be permanently withdrawn by the University College with effect from the deadline given for the return of the form.

31.3 Grounds for Withdrawal (University College Requirement)

A student may be required to withdraw, either temporarily or permanently

- (i) as a result of failure to achieve the minimum requirements for progression;
- (ii) as a result of a change in his/her fee status.

31.4 Suspension and Expulsion

A student may be suspended or expelled as a result of the application of disciplinary procedures. A student who is under suspension, is ineligible to undertake training or be assessed.

A student who is expelled, or who has been required to withdraw permanently, ceases to be a student of the University College from the date of expulsion or withdrawal, which date will be communicated to the student's LEA and/or home institution.

31.5 Return after Temporary Withdrawal

A student must present for registration on the agreed date of their return to University College after a period of temporary withdrawal. If a student requires an extension to their period of temporary leave, they must apply in writing to the Academic Registrar, at least four weeks prior to the expiry of the current approved period of temporary leave. If a student fails to present within 14 days of

expiry of their approved period of temporary leave and no written application for an extension has been received, the student will be deemed to have withdrawn permanently from the University College.

Any student who is granted temporary leave due to illness will, prior to their return, be required to produce medical certification indicating that they are fit to return to their studies.

No student will be permitted to register after a period of temporary leave unless they are in good financial standing with the University College.

Appendix I - Generic Criteria for Award of Marks at Modular Level for Essays

Outstanding First Class (80-100)

Outstanding First class work will be potentially publishable by displaying, in addition to all the aspects of First class work, the following features:

Knowledge and understanding will be **authoritative** with a **confident grasp of the complexity** of the topic;

Use of sources and evidence will be **rich** and **ground-breaking**;

Analysis will be **original** and **searching**;

The *structure of argument* will be, as appropriate, **compelling** or **scrupulously disinterested**;

Linguistic *style* will be **consistently striking** by virtue of its **flair** and **élan**;

Scholarly conventions will be **flawlessly** observed.

First Class (70-79)

First class work will be *characterised* by **excellence** and **sophistication**.

Knowledge and understanding will be **comprehensive** with a **sense of the complexity** of the topic.

Use of sources and evidence will be **independent** and **evaluative**.

Analysis will be **subtle** with, if appropriate, a **critique** of the assumptions of the task.

The *structure of argument* will be **effective** and **integrated**.

Linguistic *style* will be **succinct**, **vigorous**, **lucid** and **fluent**.

Scholarly conventions will be **meticulously** observed.

Upper Second Class (60-69)

Upper Second class work will be *characterised* by **serious strengths**.

Knowledge and understanding will be **thorough** and **secure**.

Use of sources and evidence will be **broad** and **considerable**.

Analysis will be **insightful** and **intelligent**.

The *structure of argument* will be **well-developed** and **clear**.

Linguistic *style* will be **direct** and **accurate**.

Scholarly conventions will be **very well** observed.

Lower Second Class (50-59)

Lower Second class work will be *characterised* by **soundness**.

Knowledge and understanding will be **general**.

Use of sources and evidence will be **balanced**.

Analysis will **include examples** or illustrative material.

The *structure of argument* will **address the question**.

Linguistic *style* will be **coherent**.

Scholarly conventions will be **reasonably** observed.

Third Class (40-49)

Third class work will be *characterised* by **sufficiency**.

Knowledge and understanding will be **basic**.

Use of sources and evidence will be **simple**.

Analysis will be **general**.

The *structure of argument* will **address the topic**.

Linguistic *style* will be **adequate**.

Observation of *scholarly conventions* will be **evident**.

Fail (20-39)

Fail work will be *characterised* by **inadequacy**.

Knowledge and understanding will be **glimpsed** only.

Use of sources and evidence will be **negligible**.

Analysis will be **negligible**

The *structure of argument* will be **hard to detect**.

Linguistic style will somewhat **impair communication of meaning** or be **significantly error-strewn**.

Scholarly conventions will **not be observed**.

Abject Fail (0-19)

Abject Fail work will be *characterised* by **insubstantiality** and **overall poverty**.

Knowledge and understanding will be **faulty**.

Use of sources and evidence will be **poor** or **absent**.

Analysis will be **poor** or **absent**

The *structure of argument* will be **poor** or **absent**.

Linguistic style will **seriously impair communication of meaning** and be **riddled with errors**.

Scholarly conventions will **not be observed**.

Additional Criteria for Dissertations

With regard to *the formulation of a hypothesis* or research topic:

Outstanding First class work will, in addition to the features of First Class work, be **original**.

First class work will be **ambitious, sharply focused** and **evaluative**.

Upper Second class work will be **clearly defined** and **consistently conclusive**.

Lower Second class work will be **broadly defined** and **somewhat conclusive**.

Third class work will be **generally defined**.

Fail work will be **inadequately defined**.

Abject Fail work will be **misconceived**.

Appendix II - Generic Marking Criteria for Oral Presentations

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
<u>Delivery:</u>				
Pace and audibility, ability to hold audience attention, presenters enthusiasm	Pace just right, clearly audible, interesting and varied delivery showing enthusiasm for subject	Good pace mostly and generally audible with adequate variation and some interest in subject	Pace not always well judged and parts indistinct and little variation in delivery. Interest spasmodic	largely too slow or fast, mostly very difficult to hear and boring delivery. No interest evident in subject
<u>Content:</u>				
Organisation of structure, use of illustrations and examples, creativity, relevance and accuracy	Well-organised with appropriate examples and showing originality. Completely relevant and factually accurate	Clearly organised with some appropriate examples and largely relevant and factually correct	Some organisation but significant lack of clarity in places. Few relevant examples and several factual errors. No originality	Little or no organisation, confused and confusing, no relevant examples, many or all facts incorrect
<u>Visual Aids:</u>				
Clarity, handling and presentation, appropriateness	Clear attractive and appropriate with presentational style	Basically clear and mainly appropriate and presented competently	Lack of clarity in many visual aids, often inappropriate and presented in a disorganised manner	Unclear and more likely to confuse than clarify understanding, inappropriate and chaotic presentation
<u>Answering Questions:</u>				
Effectiveness, informativeness, confidence and adaptability	Effective, informative answers given with confidence and well adapted to context	Largely accurate answers mainly addressed to the point and confidence only lacking in isolated cases	A number of mistakes and answers off the point with limited confidence - unable to adapt in most cases to context	Majority of mistakes and inaccuracies, no real relevance to questions -no confidence