



Anglia Ruskin  
University

Cambridge & Chelmsford

# Assessment Regulations

## July 2011

Extract from the Academic Regulations (Fourth Edition, July 2011)

[www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)



Anglia Ruskin  
University

Cambridge & Chelmsford

# Assessment Regulations

July 2011

Extract from the Academic Regulations (Fourth Edition, July 2011)

[www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)



# CONTENTS

<b>Introduction</b>	<b>3-5</b>
<b>Section</b>	
<b>5. Student Conduct, Rights and Responsibilities</b>	<b>7</b>
(A) Student Conduct	7
(B) Student Rights	7
(C) Student Responsibilities	8
<b>6. Assessment</b>	<b>9</b>
(A) Introduction	9
(B) Purpose of Assessment	9
(C) Principles	9
(D) Equity and Clarity in Assessment	10
(E) Objectivity and Independence in Assessment	10
(F) Language of Assessment	11
(G) Module Assessment	11
(H) Submission of Work for Assessment	14
(J) Short Term Extensions	15
(K) Long Term Extensions	16
(L) Exceeding Word Limits	16
(M) Module Re-assessment: Number of Attempts, Form, Timing and Module Result	17
(N) Compensation	18
(P) Mitigation: Procedure in the Event of Illness or Other Valid Cause	20
(Q) Conduct of Anglia Ruskin Examinations (including examinations held at locations outside Anglia Ruskin University or overseas)	22
(R) Individual Assessment Requirements	24
<b>7. Assessment Panels and Awards Board</b>	<b>25</b>
(A) Introduction	25
(B) Departmental Assessment Panels	25
(C) Anglia Ruskin Mitigation Panel	27
(D) Faculty Student Review Subcommittees	27
(E) Anglia Ruskin Awards Board	29
(F) External Examiners	31
(G) Delegation of Responsibility (Chair's Action)	31
<b>8. Student Continuation and Conferment of Awards</b>	<b>33</b>
(A) Student Review and Continuation	33
➤ academic failure – discontinuation	
➤ specific arrangements for progression within an integrated taught master degree	
➤ accredited prior learning	
➤ student initiated pathway transfer	
(B) Eligibility for an Award	35
(C) Classification of Awards	36
(D) Aegrotat Awards	39
(E) Posthumous Awards	40

<b>9.</b>	<b>Academic Appeals</b>	<b>41</b>
	(A) Introduction	41
	(B) Grounds for an Appeal	41
	(C) Submitting an Appeal	42
	(D) Investigating an Appeal	42
	(E) Preliminary Review Panel: Membership	43
	(F) Preliminary Review Panel: Decisions	44
	(G) Appeals Panel: Role and Membership	44
	(H) Appeals Panel: Procedures	45
	(J) Conduct of a Formal Hearing	46
	(K) Hearing: Outcomes	47
	(L) Appeals Arising from a Hearing	48
	(M) Office of the Independent Adjudicator	49
<b>10.</b>	<b>Assessment Offences</b>	<b>51</b>
	(A) Introduction	51
	(B) Definitions	51
	(C) Initial Reporting of an Assessment Offence	53
	(D) Stage 1: Faculty Investigation	54
	(E) Stage 2: Panel Hearing	54
	(F) Penalties	56
	(G) Appeals Arising from a Panel Hearing	57
	(H) Office of the Independent Adjudicator	57
<b>Index</b>		<b>61-67</b>

## INTRODUCTION

This document extracts key sections of the fourth edition of the *Academic Regulations* (July 2011) which relate to the assessment process at Anglia Ruskin University and has been primarily produced for the attention of students. You are strongly advised to read this booklet and keep it in a safe place as a point of reference.

The full version of the *Academic Regulations* is available at [www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs).

*[NB: In the unlikely event of any discrepancy between the Academic Regulations and this publication, the Academic Regulations, as the definitive document, take precedence and will be applied in all cases.]*

### Some Basic Information and Tips

It is useful always to discuss any **concerns and queries** with your Programme Leader, Director of Studies, a Student Adviser or an Adviser from the Students' Union Advice Service.

Assessment at Anglia Ruskin relates to achievement by students of the module learning outcomes which are provided in each Module Guide. **The pass mark for every module is 40%**. Also, to pass a module, you must achieve a mark of 30% or above in each element of assessment (eg: examination, assignment, presentation etc.). In some pathways which provide professional accreditation, the mark you need to achieve in each element – the qualifying mark – or the module overall, will be set higher. Your Module Guide will tell you more.

Anglia Ruskin University limits the amount of assessment within each module although many varieties and forms of assessment will be used. These can include both written and non-written assessments. Word limits are rigorously imposed.

### What Should You Know From Day 1 of 2011/12?

1. Make sure you know all the relevant dates for the academic year, including when examinations are held and when your coursework assignments are due for submission. You can view the academic calendar at [www.anglia.ac.uk/calendar](http://www.anglia.ac.uk/calendar).
2. If you are experiencing problems in submitting work for assessment **tell us** about it straightaway so that we can plan a support strategy. Any delay can reduce your options. Your first port of call should be one of the Student Advisers – details are available at: <http://www.anglia.ac.uk/support/advisers>.
3. We can offer a variety of **extension plans** on the recommendation of a Student Adviser.
4. If you hit sudden and unexpected health or family problems, which have seriously affected your academic performance and which could not be planned for, there is a process called '**mitigation**'. If you successfully gain mitigation it will be accepted that your performance was affected by circumstances outside your control and you will be asked to do the assessment again (this will happen if you passed or failed the previous attempt). See your **Student Adviser** in these circumstances. You may also wish to seek further guidance from an Adviser at the Students' Union Advice Service.

5. Do not miss the **deadlines** for mitigation – five working days after the date of the examination or the due date of the assignment.
6. If you think that you will have problems at a later date see your Student Adviser and **plan in advance so that we can help you.**

### What Should You Know About Results and Re-sits?

1. You must undertake all assessment tasks which form part of the module (eg: submit all coursework assignments by the appropriate deadline and/or attend all presentations/examinations on the appropriate date etc.).
2. All work you complete as part of the formal assessment of each module is considered by one of over 25 Departmental Assessment Panels (DAPs) which meet after each Semester/Trimester. By using **e-Vision** (<https://e-vision.anglia.ac.uk>), you will be able to view your agreed module results soon after the DAPs have met and find out if you have passed your modules or failed some and are required to undertake any re-sit assessment.
3. Your overall profile will be considered by the Anglia Ruskin Awards Board a few weeks after all the DAPs have met. The Awards Boards considers any claims for mitigation (on the recommendation of the Anglia Ruskin Mitigation Panel) and, for undergraduate pathways, eligibility for compensation of any failed modules (where allowed).
4. If you fail a module in the first semester you will be able to re-sit it in the second semester (re-sit examinations are held during the week beginning 2<sup>nd</sup> April 2012). If you fail a module in the second semester, you will be able to re-sit during the week beginning 16<sup>th</sup> July 2012.

5. **NB: IMPORTANT CHANGE IN 2011/12: *If you fail to undertake an assessment task (eg: submit a piece of coursework, do not attend an examination or miss a presentation etc.), you will be failed for that piece of work and the module and, if it is your first attempt at the module, allowed to resit the assessment task(s).***

6. If you think you meet the **criteria for an appeal** against your results you will find information in Section 9 of this document and at [www.anglia.ac.uk/appeals](http://www.anglia.ac.uk/appeals) and it is in your interests to seek assistance from an Adviser within the Students' Union Advice Service.

### Feedback on Your Work

1. You are entitled to written feedback on your performance for all your assessed work. For all assessment tasks which are not examinations, this is provided by a member of academic staff completing the assignment coversheet on which your mark and feedback will relate to the achievement of the module's intended learning outcomes and the assessment criteria you were given for the task when it was first issued. In some areas, your feedback will be provided electronically.
2. Examination scripts are retained by Anglia Ruskin and are not returned to students. However, you are entitled to feedback on your performance in an examination and may request a meeting with the Module Leader or Tutor to see your examination script and to discuss your performance.

3. Anglia Ruskin is committed to providing you with feedback on all assessed work within **20 working days** of the submission deadline or the date of an examination. This is extended to 30 days for feedback for a Major Project module (please note that working days excludes those days when Anglia Ruskin University is officially closed; eg: between Christmas and New Year). Personal tutors will offer to read feedback from several modules and help you to address any common themes that may be emerging.
4. More information is available from the *Student Charter* (available at: <http://web.anglia.ac.uk/anet/students/documents.phtml>).

### Avoiding Assessment Offences

#### THIS SECTION IS EXTREMELY IMPORTANT

1. Any attempt to cheat or plagiarise is taken very seriously and the *Academic Regulations* (Section 10) set out the penalties.
2. If the workload is such that you feel you cannot cope, try another method such as discussion with a Student Adviser rather than attempt illegal shortcuts.
3. If you don't understand what constitutes cheating, collusion or plagiarism please talk to your **Module Leader, Personal Tutor** or **Pathway Leader** and check the library website or attend the library induction for information about referencing.
4. **Don't risk the penalties** for assessment offences – we take this very seriously indeed.
5. If an allegation of an assessment offence is made against you, it is advisable to discuss this with an Adviser from the Students' Union Advice Service.

### Have Your Say

Finally – have your say about our Regulations – become a student representative and attend your Programme Subcommittee meetings and/or the Student Experience Committee. For further information contact the Students' Union on your campus and ask to speak to the Student Representatives Co-ordinator.

May I take this opportunity to wish you success for your studies during the 2011/12 academic year!

**Paul Baxter**  
**Director of the Academic Office**

**July 2010**



## SECTION 5

### STUDENT CONDUCT, RIGHTS AND RESPONSIBILITIES

#### (A) Student Conduct

- 5.1 All students have a responsibility to comply with Anglia Ruskin University's *Rules and Regulations and Procedures for Students*, approved and published by the Board of Governors<sup>1</sup>.
- 5.2 A copy of the Rules, Regulations and Procedures for Students is given to all students at initial registration at Anglia Ruskin University. They include:
- Student Charter<sup>2</sup>
  - Residence Regulations
  - Library Rules
  - Use of Computer Facilities
  - Code of Conduct for Students
  - Fitness to Practise: Policy and Procedures
  - Payment of Tuition Fees
  - Registration and Re-Registration
  - Notification of Student Address
- 5.3 Students who are in breach of the *Rules, Regulations and Procedures for Students* may be liable to disciplinary action under Anglia Ruskin University's Student Disciplinary Procedures, full details of which are set out in the *Rules, Regulations and Procedures for Students*.

#### (B) Student Rights

- 5.4 Students have the right to:
- be informed about the basis for determining their degree classification and/or their overall level of achievement in the award for which they are registered, as set out in these Academic Regulations (see Section 8)
  - be informed about the assessment methods and assessment criteria for the individual modules they are taking (see Section 6)
  - be provided with teaching and/or tutorial guidance in preparation for the assessment of the award for which they are registered and of the individual modules they are taking
  - be assessed and, where appropriate, be re-assessed in accordance with the Academic Regulations (see Section 6)
  - request a review of an examiner's decision if there is evidence of any irregularity in the conduct of the assessment process or if a student's performance has been affected by personal circumstances which, for valid reasons, could not be notified to the examiners before the examiner's decision was taken, and to have that request formally considered by the body authorised to consider such requests (see Section 9)
  - to submit any claim for mitigation in accordance with these Academic Regulations (see Sections 6 and 7)
  - be consulted (but not necessarily individually) on any proposed changes to the Academic Regulations governing student continuation and assessment which relate to

---

<sup>1</sup> Copies of the *Rules, Regulations and Procedures for Students* are available from the Office of the Secretary and Clerk and at [http://web.anglia.ac.uk/anet/staff/sec\\_clerk/rul\\_regs.phtml](http://web.anglia.ac.uk/anet/staff/sec_clerk/rul_regs.phtml). The Student Charter is included in this publication

<sup>2</sup> Available separately at <http://web.anglia.ac.uk/anet/students/documents.phtml>

students currently registered on pathways to which those changes apply and which may directly affect individual students

- seek redress through the appropriate channels if Anglia Ruskin University, without valid cause, has failed to provide the teaching and/or tutorial guidance specified in these Academic Regulations or has failed to provide reasonable alternative arrangements or has failed to provide information on assessment processes, procedures and methods as required by the *Senate Code of Practice on the Assessment of Students*.

### **(C) Student Responsibilities**

5.5 Students have the following responsibilities:

- to attend regularly those taught elements as may be prescribed in Student Handbooks and/or Module Guides published by the Faculty, unless sickness or other valid circumstances pertain
- to participate in learning activities in those taught elements in an appropriate way
- to attend the prescribed examinations and to submit work for assessment in accordance with the Academic Regulations, without committing an assessment offence or otherwise seeking to gain unfair academic advantage.

## SECTION 6

### ASSESSMENT

#### (A) Introduction

6.1 These Academic Regulations provide the regulatory framework for Anglia Ruskin University's assessment processes. Policies and procedures for the detailed implementation and quality assurance of those processes are set out in the *Senate Code of Practice on the Assessment of Students* (available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)) which has been designed to complement, and read in conjunction with, the Academic Regulations.

#### (B) Purpose of Assessment

6.2 The purpose of assessment is to:

- enable students to demonstrate whether they have achieved the intended learning outcomes of the pathway for which they are registered and/or of its constituent modules
- measure and grade the outcome of students' learning in terms of knowledge acquired, understanding developed and skills gained
- provide students with formal and informal feedback on their learning, thereby helping them to improve their performance
- provide the necessary evidence to determine whether students are eligible to proceed to the next stage of their award, to qualify for an award, and/or have demonstrated competence to practice.

#### (C) Principles

6.3 Students are registered for a pathway leading to an award and are required to present themselves for assessment (including re-assessment) at the appropriate time.

6.4 The assessment of students in terms of their eligibility for an Anglia Ruskin award is based on their achievement in the assessment of prescribed modules within the pathway for which they are registered.

6.5 All forms of module assessment are determined by and conducted by Anglia Ruskin University at approved times published in advance by Anglia Ruskin University<sup>3</sup>.

6.6 Level 1 modules delivered in the first teaching period of a pathway are assessed using methods other than a written examination, unless a written examination is required by a professional, regulatory or statutory body<sup>4</sup>.

6.7 Students are responsible for ensuring that they submit all items of assessment by the prescribed deadlines and present themselves for examination on the published dates.

---

<sup>3</sup> For the purpose of these Academic Regulations an individual item/element of assessment is awarded a "mark" and a module as a whole is awarded a "module result"

<sup>4</sup> For these purposes an "examination" is a method of assessment which is administered by the Academic Office (or by the equivalent unit in a partner institution acting on behalf of, and in consultation with, the Academic Office) under time constrained conditions, is normally timetabled during the published examination weeks at the end of the teaching period and is subject to the Regulations governing the conduct of Anglia Ruskin University examinations. An "in-class test" may be used as an alternative to a written examination for a Level 1 module in the first teaching period and may be held at the end of the teaching period **provided that** the test is assessing specific learning outcomes for that module which cannot be assessed in other ways (e.g. practical skills) and/or the test is part of a staged, time constrained assessment instrument (e.g. a series of computer based in-class tests)

- 6.8 On successful completion of a module students are awarded a module result and an approved volume of credit at a defined level. The accumulation of credit at appropriate level(s) is used to determine whether students are eligible to continue/proceed to the next stage of their award, to qualify for an award, and/or have demonstrated competence to practise.
- 6.9 Decisions on the outcome of all assessment processes, whether for an individual or a group of students, are made only by:
- a formally constituted Departmental Assessment Panel established by the Senate (for the approval of module results), attended by one or more External Examiners and reporting to the Anglia Ruskin Awards Board
  - the formally constituted Anglia Ruskin Awards Board established by the Senate (for the determination of award outcomes), also attended by External Examiners and reporting to the Senate
- (see Section 7 of these Academic Regulations for the terms of reference and membership of Departmental Assessment Panels and the Anglia Ruskin Awards Board).
- 6.10 The determination of award classifications and other levels of overall student achievement is based on a University-wide system of arithmetic calculation (see Section 8 of these Academic Regulations for details). There is no discretion to:
- alter students' marks or results after they have been formally approved by a Departmental Assessment Panel
  - adjust the arithmetic calculation used to determine an award classification (see Section 8 for details of the algorithm used for each award).

#### **(D) Equity and Clarity in Assessment**

- 6.11 Equity and clarity are key principles governing Anglia Ruskin University's assessment procedures (see *Senate Code of Practice on the Assessment of Students*).
- 6.12 Mechanisms to ensure their fulfilment, as well as the accuracy of individual marks, include (for details see Glossary to the *Senate Code of Practice on the Assessment of Students*):
- the systematic use of published assessment criteria and marking standards
  - marking schemes
- 6.13 Faculties (and Departments within each Faculty) are responsible for ensuring that no individual student or group of students is disadvantaged by the nature of an assessment task or the marking system used.

#### **(E) Objectivity and Independence in Assessment**

- 6.14 Anglia Ruskin University's assessment procedures are also governed by the principles of objectivity and independence.
- 6.15 Mechanisms to ensure their achievement include (for details see Glossary to the *Senate Code of Practice on the Assessment of Students*):
- anonymous marking, wherever practicable
  - double marking in certain circumstances
  - a uniform system of internal and external moderation

- 6.16 Faculties (and Departments within each Faculty) are responsible for ensuring that Anglia Ruskin University's policies on objectivity and independence in assessment are effectively implemented and consistently applied.

### **(F) Language of Assessment**

- 6.17 The language of assessment for all pathways leading to an Anglia Ruskin award is English unless otherwise approved by the Senate. Examples of such exemptions include:
- appropriate assessment methods in modern foreign languages
  - appropriate stages of dual awards
  - students transferring certificated prior learning in certain circumstances.

This list is not exhaustive.

### **(G) Module Assessment**

*[NB These Regulations apply equally to modules at all levels]*

- 6.18 A module must be assessed by at least one item of assessment unless it is a non-assessed placement module for which "P credit" is awarded (see Regulation 2.16). The number of items of assessment and the weighting to be assigned to each item is specified on the Module Definition Form (MDF) at the academic approval stage and is published to students in the Module Guide.
- 6.19 There is a maximum of two items of assessment for a 15 credit module and a maximum of three items of assessment for modules of a higher credit volume. The Major Project is normally assessed by a single item of assessment.
- 6.20 Exceptionally, the method of assessment for a module may vary depending on its delivery method (e.g. face-to-face, distance learning, blended learning or work-based learning). Such variants are considered at the approval stage. The basis on which the variants are used is set out in the Notes of Guidance for the MDF (available at [www.anglia.ac.uk/qau](http://www.anglia.ac.uk/qau)).
- 6.21 A module's volume of assessment directly relates to its credit volume. The assessment workload normally approximates to one third of the notional learning hours for the module as reflected in its approved credit rating.
- 6.22 The following tariffs, defining the maximum volume of module assessment in relation to credit volume, apply to modules contributing to all taught pathways:

## Undergraduate modules (Levels 1-3)

Module Credit Volume	Assessment items	Word Limits <sup>5</sup>	Exam equivalence	Other equivalence
15 credits	1 (strongly recommended) or 2 maximum	Up to 3,000 words <sup>6</sup>	Up to 1 hour equivalence per 1000 words	Word based e.g. <ul style="list-style-type: none"> <li>• Patchwork text</li> <li>• Portfolio</li> </ul> assessed part: 1000 words per 5 credits. All other assessment types e.g. <ul style="list-style-type: none"> <li>• Presentations</li> <li>• Seminars</li> <li>• Artefacts</li> <li>• Work based</li> <li>• Lab based</li> </ul> must be achievable within the notional learning hours set aside for assessment within the total for the module
30 credits	3 maximum	Up to 6,000 words <sup>6</sup>	As above	
45 credits	3 maximum	Up to 9,000 words <sup>6</sup>	As above	
30 credits: Major Project	1	Up to 10,000 words <sup>7</sup>	Not applicable	
45 credits: Major Project	1	Up to 12,000 words <sup>7</sup>	Not applicable	
60 credits: Major Project	1	Up to 15,000 words <sup>7</sup>	Not applicable	

## Postgraduate modules (Level 4)

Module Credit Volume	Assessment items	Word Limits <sup>8</sup>	Exam equivalence	Other equivalence
15 credits	1 (strongly recommended) or 2 maximum	Up to 4,000 words <sup>9</sup>	Up to 1 hour equivalence per 1000 words	Word based e.g. <ul style="list-style-type: none"> <li>• Patchwork text</li> <li>• Portfolio</li> </ul> assessed part: 1000 words per 5 credits. All other assessment types e.g. <ul style="list-style-type: none"> <li>• Presentations</li> <li>• Seminars</li> <li>• Artefacts</li> <li>• Work based</li> <li>• Lab based</li> </ul> must be achievable within the notional learning hours set aside for assessment within the total for the module
30 credits	3 maximum	Up to 8,000 words <sup>9</sup>	As above	
45 credits	3 maximum	Up to 12,000 words <sup>9</sup>	As above	
60 credits	3 maximum	Up to 16,000 words <sup>9</sup>	As above	
30 credits: Major Project	1	Up to 12,000 words <sup>7</sup>	Not applicable	
45 credits: Major Project	1	Up to 15,000 words <sup>7</sup>	Not applicable	
60 credits: Major Project	1	Up to 18,000 words <sup>7</sup>	Not applicable	

<sup>5</sup> These word limits are maxima and a lower limit (no less than 80% of the maxima) may be proposed at the academic approval stage. Word limits which are less than 80% of the maxima require a rationale at the academic approval stage

<sup>6</sup> Based on the ratio of 1000 words per 5 credits for taught modules (assuming 50 hours within every 150 notional learning hours are spent on assessment)

<sup>7</sup> Based on a higher ratio of words per credits and recognising the higher proportion of time that a student dedicates to the assessment item for a major project as being necessary to conduct research and other preparatory work for the major project

<sup>8</sup> These word limits are maxima and a lower limit (no less than 80% of the maxima) may be proposed at the academic approval stage. Word limits which are less than 80% of the maxima require a rationale at the academic approval stage

<sup>9</sup> Based on the ratio of 4000 words per 15 credits for taught modules (assuming 50 hours within every 150 notional learning hours are spent on assessment)

6.23 The word limits and examination duration equivalence for any module whose credit rating is not 15, 30, 45 or 60 credits (as permitted by Regulation 3.12) is determined in accordance with the following principles and approved at the academic approval stage by the Approval Panel and confirmed in the written report to the Senate (or a committee of the Senate, acting on its behalf):

- Undergraduate modules: a word limit ratio for written assignments of 200 words per one credit for taught modules and an examination length ratio of up to one hour per 1,000 words equivalent
- Postgraduate modules: a word limit ratio for written assignments of 250 words per one credit for taught modules and an examination length ratio of up to one hour per 1,000 words equivalent
- For modules at all level, other non-written forms of assessment (eg: presentations, artefacts etc) must be achieved within the notional hours set aside for assessment as defined in the relevant Module Definition Form (normally one third of the total teaching and learning hours)

6.24 All items of assessment are marked on a fine graded or pass/fail basis, as defined on the MDF. The pass level for modules which are fine graded is 40%.

6.25 Bands of marks, based on a percentage scale, are used for all items of assessment which are fine graded.

6.26 A module result is determined by calculating a weighted arithmetic mean of the mark of each item of assessment. A module result is rounded to the nearest integer i.e. less than 0.5 is rounded down and greater than or equal to 0.5 is rounded up.

6.27 In addition, the results for modules contributing to a Higher National Certificate/Diploma are classified, as required by the License Agreement with Edexcel. The following classifications, consistent with the classifications used for HNC/D awards, are used for these module results:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

6.28 Assessment criteria and marking standards (see *Senate Code of Practice on the Assessment of Students* for a definition of these terms) are used to define and evaluate student achievement in the completion of assessed work for an individual module.

6.29 Generic assessment criteria and marking standards, approved by the Senate, are published to staff and students in Anglia Ruskin University publications, including the *Senate Code of Practice on the Assessment of Students* and the *Undergraduate and Postgraduate Student Handbooks*.

6.30 The generic assessment criteria and marking standards may be customised, as appropriate, by Module Leaders and/or Heads of Department, for use within the Faculty and are published to staff and students in Module Guides and/or Student Handbooks.

6.31 Students taking a module which is graded on a pass/fail basis must satisfy the criteria for a pass, as defined in the assessment criteria for that module.

6.32 Students must achieve a qualifying mark of at least 30% in each item of assessment within a module which is fine graded in order to gain an overall pass for the module and to be awarded the associated volume and level of credit. A higher qualifying mark may be set

only in exceptional circumstances e.g. to take account of the requirements of a professional, statutory and regulatory body or where a particular pathway learning outcome is assessed by a single item of assessment within an identified module which must be passed for that reason.

- 6.33 Students who have not achieved the qualifying mark in each assessment element are deemed to have failed the module and are referred for re-assessment in the failed element(s), even if the aggregate mark for the module is 40% or higher.
- 6.34 Students who fail a module at the first attempt are permitted **one** further opportunity to pass the module unless, in the case of undergraduate students, they satisfy the criteria for compensation. *[NB Compensation is applied at the earliest point when students become eligible: see the Regulations governing compensation for details].*
- 6.35 Students must pass (or be awarded credit for) any module categorised as a compulsory module within the pathway for which they are registered (see Regulations 6.67 - 6.72 and 7.21 - 7.23 for the consequences of failing a compulsory module).
- 6.36 Students who have already passed a module may not be re-assessed in or retake that module in order to improve their module result.
- 6.37 The Anglia Ruskin Awards Board is not permitted to amend a module result which has been agreed by a Departmental Assessment Panel.
- 6.38 In exceptional circumstances and when the mitigation process and/or the identification of alternative means of assessment have been exhausted, the Chair of the Senate, acting on behalf of the Senate, and on the recommendation of the Anglia Ruskin Awards Board, may award an aegrotat pass in a module, provided there is sufficient evidence that the student would have achieved the appropriate level of knowledge, understanding and skills if it had not been for illness or other valid cause. A module result is not awarded and the credits are recorded as aegrotat ("A") credits on the student record system. An annual report on the use of such credits within each Faculty is submitted to the Senate in Semester/Trimester 1.
- 6.39 In exceptional circumstances the Chair of the Senate, acting on behalf of the Senate and on the recommendation of the Anglia Ruskin Awards Board, may exempt a student from a specified volume of credit at a particular level. A mark is not awarded and the credits are recorded as exempted ("E") credits on the student record system. An annual report on the use of such credits within each Faculty is submitted to the Senate in Semester/Trimester 1.

#### **(H) Submission of Work for Assessment**

- 6.40 The submission of work for assessment is the responsibility of the student alone.
- 6.41 Students are required to ensure that:
- all written assignments (including reports associated with practice or workplace assessments) are received in the appropriate administrative office by the published deadline (on or before the due date) and that all pages including the Assignment Cover Sheet are securely fastened (e.g. stapled or bound)
  - they receive an Assignment Receipt duly notarised and dated as proof of submission. Without proof of submission, Anglia Ruskin University takes no responsibility for any assignment that goes missing. The assignment is deemed a failure in such circumstances
  - they retain a copy of all written work submitted for assessment or re-assessment
  - they retain all marked written assignments, together with cover sheets and tutor comments, until the module has been considered by the Anglia Ruskin Awards Board and the period of appeal has expired (see Section 9 of these Academic Regulations)

- they resubmit marked work if required by Anglia Ruskin University for moderation by an External Examiner or for any other reason considered valid by the Senate.
- 6.42 Students are also required to ensure that all non-written work for assessment (e.g. an artefact, a musical performance, preparation of electronic data) is presented in the required format, by the published deadline and at the prescribed location.
- 6.43 Students should ensure that, where practicable, they retain a copy of the non-written work submitted.
- 6.44 Students should also ensure that such work is retained with tutor comments for moderation by an external examiner or for any other reason considered valid by the Senate.
- 6.45 Late assignments are not accepted and a mark of zero is awarded unless an extension to the deadline has been approved for an individual student in advance of the deadline (see Regulations 6.46 - 6.52 and 6.53 - 6.57).

### **(J) Short Term Extensions**

- 6.46 A student may request an extension to a submission deadline when circumstances outside the student's control have arisen which prevents submission or are likely to result in significant underperformance if the original deadline is enforced.
- 6.47 Students must submit their request to a Student Adviser (or to an appropriate member of staff in a partner institution) **before** the submission deadline. Student Advisers (or a designated staff member in a partner institution approved by the relevant Director of Studies) consider such requests under the supervision and delegated authority of the Director(s) of Studies for the Faculty.
- 6.48 Student Advisers (or the designated staff member in a partner institution) have delegated authority to approve extensions of up to five, and exceptionally up to ten, working days.
- 6.49 The following are acceptable reasons for such a request:
- short-term illness
  - a short-term illness of any person for whom the student has a responsibility for care
  - authorised absence from Anglia Ruskin University (or partner institution) during teaching weeks
  - an enforced change in employment circumstances for which only short term notice was given
  - other reasons considered acceptable by the Student Adviser (or the designated staff member in a partner institution).
- 6.50 The following are **not** acceptable reasons for such a request:
- academic workload
  - misreading the instructions on submission deadlines in the Module Guide/Module Definition Form/timetable
  - computer, disc, printer or any other technical failure for which the student is responsible (students should ensure that they keep a back-up copy of their work)
  - unauthorised absence from Anglia Ruskin University (e.g. holiday taken during teaching weeks).
- 6.51 If approved, a copy of the form approving any extension must be attached by the student to the submitted assignment.

- 6.52 An annual report on the use of short term extensions within each Faculty is considered in Semester/Trimester 1 by the Faculty Student Review Subcommittee and the Senate's Student Experience Committee.

### **(K) Long Term Extensions**

- 6.53 Long term extensions of up to one year are considered and approved if, in the view of the Student Adviser and the Director of Studies for the Faculty (or nominee), the student is experiencing personal or professional difficulties and use of other measures would:
- result in significant disadvantage to the student's academic performance and/or ability to complete his/her studies
  - exacerbate an existing health problem or result in additional stress related problems
  - fail to address the underlying problem or issue which is unpredictable in nature.

Students must submit their request **before** the submission deadline. All requests for long term extensions submitted by students registered in a partner institution for a pathway leading to an Anglia Ruskin award must be submitted to the designated staff member in that institution for joint consideration by a Student Adviser **and** the Director of Studies for the Faculty (or nominee).

- 6.54 A long term extension may also be considered and approved where there are practice-related issues which can be resolved only through additional time for completion.
- 6.55 Long term extensions are viewed as exceptional solutions and are used only in circumstances where officers are confident that the individual case merits such action.
- 6.56 All long term extensions are considered on a confidential basis.
- 6.57 An annual report on the use of long term extensions within each Faculty is considered in Semester/Trimester 1 by the Faculty Student Review Subcommittee and the Senate's Student Experience Committee.

### **(L) Exceeding Word Limits**

- 6.58 A written assignment must not exceed the maximum word limit set for that assignment. Students are required to enter an accurate word count on the Assignment Cover Sheet.
- 6.59 When a written assignment is marked, the excessive use of words beyond the stated word limit is reflected in the academic judgement of the piece of work which results in a lower mark being awarded for the piece of work. The MDF for a module which is graded on a pass/fail basis must specify whether submission of a written assignment exceeding the word limit results in failure in the module.
- 6.60 In determining the text to be included within the maximum word limit, the following items are excluded:
- abstracts
  - indented quotations (of more than 50 words)
  - tables
  - figures
  - diagrams
  - footnotes/endnotes used for reference purposes and kept within reasonable limits
  - list of references and/or bibliography
  - appendices.

## **(M) Module Re-Assessment: Number of Attempts, Form, Timing and Module Result**

6.61 Students who fail a module at the first attempt are permitted **one** further opportunity to pass the module, subject to:

- the Academic Regulations governing compensation which apply only to undergraduates
- the outcome of any claim for mitigating circumstances
- the provisions of Regulations 6.67 - 6.72 below.

6.62 The appropriate Departmental Assessment Panel determines the form and timing of re-assessment for each module on the following basis:

**either** (a) the form of re-assessment is normally a resit of the failed elements. Exceptionally, an alternative method of re-assessment is provided e.g. where the original method of assessment can no longer be repeated for an individual student

**or** (b) the re-assessment is undertaken after further attendance (where deemed necessary in view of the subject area e.g. laboratory work for a science-based subject).

6.63 Formal re-assessment by written examination is held in April and mid-July of each academic year (alternative arrangements for Anglia Ruskin modules taught overseas are approved by the Senate as part of the academic calendar, where applicable). The Anglia Ruskin Awards Board determines the earliest appropriate re-assessment point for each student.

6.64 Students who are required to resit an examination but who fail to present themselves for that examination at the appropriate time are deemed to have revoked their one opportunity for re-assessment and are failed in the module at re-assessment.

6.65 In determining whether a student has passed a module on re-assessment the arithmetic calculation is based on the highest mark(s) achieved in each item of assessment, whether at the first attempt or re-assessment.

6.66 The module result for a student who passes a module at re-assessment is capped at 40%.

*[NB: Regulations 6.67 - 6.72 below apply only to students registered for a pathway leading to a named award. They do not apply to Associate Students or Visiting Students]*

6.67 Any student who fails a 15 or 30 credit module after re-assessment is permitted within the limits prescribed in Regulation 6.71:

**either** (a) to re-take the same module (whether compulsory or designated) with attendance except that this option is not available if the failed module is the Major Project

**or** (b) if the failed module is classified as a designated module, to replace it with an alternative module (with attendance) at the same level from the list of designated modules set out in the relevant PSF (subject to availability).

When re-taking a module, or taking a replacement module, students are entitled to the normal two attempts to pass the module as defined in Regulation 6.61.

6.68 An appropriate alternative to the attendance requirement is applied where a module is delivered by flexible and distributed learning, including e-learning.

- 6.69 The module result for the first attempt at a re-taken module under Regulation 6.67 (a) is capped at 40%. Marks achieved for individual assessment elements undertaken on the original take are **not** carried forward to the re-take of the module.
- 6.70 The module result for the first attempt at a replacement module under Regulation 6.67 (b) is **not** capped.
- 6.71 The maximum combined value of re-taken with attendance and replacement modules taken by a student under Regulations 6.67 - 6.70 is 30 credits at any one level and, for those pathways where the intended award comprises more than 120 credits, 60 credits in total for the pathway.
- 6.72 Any student who fails re-taken and/or replacement modules after re-assessment **and** who has exhausted the maximum combined value of re-taken and replacement modules permitted under Regulation 6.71, is automatically considered by the Anglia Ruskin Awards Board under the Regulations governing student review and continuation (see Section 8 of these Academic Regulations), subject to the outcome of any claim for mitigation under the Regulations governing mitigation.
- 6.73 On occasion (usually in the Faculty of Health, Social Care & Education), the outcomes of the first attempt at modules which include the assessment of a placement element are required to be confirmed before the formal meeting of the relevant Departmental Assessment Panel takes place. The nature of placement assessment necessitates that re-assessment of the element(s) needs to occur as soon as possible in the same academic year (as it can frequently be problematic to secure re-assessment placement opportunities in schools or hospitals). Where re-assessment needs to be confirmed before the relevant Departmental Assessment Panel meets, a sub-group of the relevant Departmental Assessment Panel is convened which checks the outcomes of first attempts at placement elements only prior to the re-assessment placement being undertaken. The quorum of the sub-group of the Departmental Assessment Panel comprises the Chair, the relevant Head of Department and 50% of the module leaders whose modules are being considered. An external examiner is not required to be present at the sub-group meeting but a written report of the sub-group's deliberations is sent to the relevant external examiners for information.
- 6.74 Formal ratification of the first attempt outcomes of the relevant modules is made at the appropriate full meeting of the relevant DAP which receives a report of the sub-group's deliberations. This arrangement is reserved for elements of assessment which include placements and cannot be extended to consider other forms of assessment.

### **(N) Compensation**

- 6.75 Compensation for a failed module is considered, in certain circumstances and in accordance with the following principles and criteria, by the Anglia Ruskin Awards Board. Compensation is applied at the earliest point in the assessment process when the student becomes eligible for consideration.
- 6.76 The principle of compensation applies to all undergraduate pathways (and levels 1-3 for pathways leading to the award of Integrated Taught Masters Degrees) except those pathways containing fewer than 120 credits. Compensation may be excluded from other pathways (or element(s) within them) only if exclusion is required by a professional, statutory and regulatory body (for which written evidence is required at the academic approval stage).
- 6.77 If the principle of compensation is excluded from a particular pathway and/or module an appropriate reference must be made on the Pathway Specification Form and/or Module Definition Form.

- 6.78 Compensation is based on a student's overall performance in the pathway for which he/she is registered and is considered at levels 0, 1, 2, and 3.
- 6.79 The Major Project module within an undergraduate pathway cannot be compensated.
- 6.80 Compensation requires evidence of academic strength at a clearly defined level elsewhere within a student's period of study and is exercised within the following limits:

Award	Limits to volume and level of compensation <sup>10</sup>
Honours Degree (and Levels 0-3 of Integrated Taught Masters Degrees)	Maximum of 45 credits for entire pathway (only for Levels 0-3 of Integrated Taught Masters Degrees) and maximum of 30 credits at any one level
Ordinary Degree Foundation Degree Diploma of Higher Education Higher National Diploma	Maximum of 30 credits for entire pathway and maximum of 30 credits at any one level
Higher National Certificate Certificate of Higher Education Professional Graduate Certificate in Education (PGCE: Level 3)	Maximum of 15 credits for entire pathway
Graduate Diploma (if at least 120 credits) University Diploma (if at least 120 credits) Access Certificate (if at least 120 credits)	Maximum of 15 credits for entire pathway

- 6.81 Compensation for a failed module is considered by the Anglia Ruskin Awards Board only if **all** the following criteria have been satisfied when applied to an individual student:
- Anglia Ruskin modules totalling at least 75 credits (including any credit awarded for prior learning) have been passed at the level for which compensation is being considered
  - the weighted mean result of the passed, fine graded modules, contained within the required 75 or more credits (but excluding any non-graded credit awarded for prior learning) is 45% or higher
  - the qualifying mark has been achieved in all items of assessment for the module(s) for which compensation is being considered
- 6.82 If **all** the above criteria have been satisfied, the Anglia Ruskin Awards Board:
- compensates the failed module
  - retains the module result at the failed level
  - classifies the module result as a "Pass (by compensation)"
  - awards the appropriate volume of credit for the module.
- 6.83 Compensation is not discretionary. If **all** the above criteria have been satisfied, the Anglia Ruskin Awards Board must compensate a student for a failed module at the earliest point when the student becomes eligible for consideration. If a student is eligible for compensation in more than one failed module, the following principles are applied by the Anglia Ruskin Awards Board (subject to the limits to the volume and level of compensation defined in Regulation 6.80):

<sup>10</sup> Students who are transferred to a pathway leading to a lower award are permitted to transfer the volume and level of any compensation they have already been granted, even though the volume and level may exceed the maximum permitted for the lower award

- the module with the larger credit volume is compensated first
- if two or more modules with the same credit value are eligible for compensation, the module(s) with the highest result(s) is/are compensated first.

### **(P) Mitigation: Procedure in the Event of Illness or Other Valid Cause**

6.84 Mitigation is the process by which Anglia Ruskin University makes allowance for any matter or circumstance which may have seriously affected a student's performance in an assessment element(s) (including an element submitted for re-assessment).

#### Eligibility

6.85 Mitigating circumstances must have had a seriously adverse effect on the student's performance **and** have been unanticipated and beyond the student's control.

6.86 The following reasons are considered as acceptable grounds for mitigation:

- a serious personal illness which is not a permanent condition
- the death, or serious illness, of a close family member, a friend or person for whom the student has a responsibility of care
- sudden or unforeseen circumstances beyond the reasonable control of the student.

6.87 The following reasons are **not** considered acceptable as grounds for mitigation:

- family, work, financial or other general problems which lie outside of the circumstances identified in Regulation 6.86
- poor awareness of Anglia Ruskin University's Academic Regulations
- being unaware of, or misunderstanding, a submission deadline or the date of an examination
- computer, disc, printer or any other technical failure for which the student is responsible (students should ensure that they keep a back-up copy of their work).

6.88 A disability which emerges during a student's studies may be considered under the mitigation process at the first assessment point after it emerges. Following diagnosis and assessment of the effects of the condition Anglia Ruskin University makes allowance and in doing so enables the student to be assessed on the same basis as other students.

6.89 Mitigation is considered only in sudden or unexpected circumstances. Students are strongly encouraged to disclose recurrent problems affecting their performance in assessment so that Anglia Ruskin University can provide appropriate help and/or make allowance with regard to the assessment process. Such recurrent problems, if disclosed by a student, are considered on a strictly confidential basis.

6.90 Claims for mitigation must be submitted by the student or in exceptional circumstances (e.g. when a student has been hospitalised) by a Director of Studies, Programme Leader or Student Adviser on behalf of the student **no later than five working days** after the submission date of assessed work or the date on which an examination has been sat. Exceptionally, if the documentary evidence in support of a claim cannot be provided by the submission deadline, the claim is submitted within the deadline but without the documentary evidence. In such circumstances the evidence must be submitted within a further ten working days. In exceptional cases a student may request when submitting a claim for mitigation that the detail of the claim is not disclosed to the Anglia Ruskin Mitigation Panel which considers the claim (see Regulations 6.92 - 6.98 for details of the process for considering claims). In such cases only the Chair of the Anglia Ruskin Mitigation Panel has access to the detail of the claim and submits a recommendation to the Panel for consideration.

6.91 A claim for mitigation, once formally submitted, **cannot** be withdrawn.

#### Consideration

6.92 Claims for mitigation are considered against two criteria:

- the basis of the claim is an acceptable ground for mitigation

**and**

- the claim is supported by documentary evidence (a contact telephone number in the case of close family bereavement) which must accompany the claim wherever practicable.

6.93 Claims for mitigation are considered only if both the above criteria are satisfied.

6.94 Claims for mitigation are submitted to a Student Adviser for an initial check whether both criteria have been satisfied before the claim is formally considered.

6.95 Claims for mitigation are considered by the Anglia Ruskin Mitigation Panel without knowledge (whether by staff or students) of any mark attained by students and, within the context of the Anglia Ruskin Mitigation Panel, in confidence.

6.96 The constitution and terms of reference of the Anglia Ruskin Mitigation Panel set out in Section 7 of these Academic Regulations.

#### Consequences

6.97 The outcome of a successful mitigation claim is that:

- any mark achieved for the relevant element(s) is annulled
- the student is required to take either the assessment or the re-assessment in the mitigated element(s) at a time determined by Anglia Ruskin University. In certain circumstances the student may be required to retake the module as a first attempt in order to be assessed in the mitigated element  
*[NB To ensure that the formal decision on a student's performance for the first and final attempts at a module is made using the appropriate marks for each assessment element and at the appropriate point, the various assessment elements for an individual module must remain synchronised. For this reason assessment in a mitigated assessment element must be completed by the student, and considered by the Departmental Assessment Panel, before any re-assessment in another non-mitigated element(s) of the module can be undertaken]*
- the module result will not be capped unless it is a further attempt at re-assessment following a previous failure.

6.98 A student may **not** submit an academic appeal on any ground which has already been considered and rejected by the Anglia Ruskin Mitigation Panel unless additional evidence in support of the original mitigation claim is provided for the purpose of the appeal **and** there is a valid reason (supported by evidence) why the additional evidence was not submitted with the original mitigation claim.

## **(Q) Conduct of Anglia Ruskin Examinations (including examinations held at locations outside Anglia Ruskin University or overseas)**

### Introduction

- 6.99 These Academic Regulations apply only to formal invigilated examinations held at Anglia Ruskin University or to examinations administered by a partner institution, whether in the UK or overseas, under an approved validation, franchise or outcentre arrangement.
- 6.100 In certain circumstances not covered by a formal agreement with a partner institution Anglia Ruskin University is willing to permit a student or group of students to sit or resit an examination at a location outside Anglia Ruskin University (including an overseas location). Such examination(s) are conducted in accordance with these Academic Regulations and the Guidelines published in the *Senate Code on Practice on the Assessment of Students*. The relevant Head of Department is responsible for making the detailed arrangements.

### Student Attendance at Examinations

- 6.101 Students are responsible for presenting themselves at the examination room in good time before the examination is due to begin. If an examination is held outside Anglia Ruskin University, students are required to comply with any local instructions in addition to these Academic Regulations.
- 6.102 Students who fail to attend an examination for whatever reason must contact a Student Adviser (or the appropriate member of staff at a partner institution) for advice as soon as possible (see also Regulations 6.84 - 6.98 concerning mitigating circumstances).
- 6.103 Students are normally admitted to the examination room ten minutes before the stated time of the examination but only when instructed to do so by an invigilator.
- 6.104 Students are permitted to enter the examination room up to 30 minutes after the official start of the examination, but not normally thereafter. If there are abnormal or extenuating circumstances leading to the late arrival of a student, the invigilator has discretion to admit the student after the first 30 minutes has expired, provided no student has already left the examination room. Additional time for any student arriving after the start of an examination is not permitted in any circumstances.
- 6.105 Students are admitted to the examination room only on production of their student ID card (or other means of identification containing a recent photograph, deemed acceptable to Anglia Ruskin University) which they must place in a prominent position on their desk. The invigilator uses the ID card as evidence of identity when completing the attendance register.
- 6.106 Students must not leave their place without the prior permission of an invigilator. This will not be given in the first 30 minutes or the last 15 minutes of an examination.
- 6.107 Students wishing to leave the examination room temporarily must seek the prior permission of an invigilator, and are liable to be accompanied throughout their absence by the invigilator or another person designated by the invigilator. A student must observe any condition set by an invigilator when permitting that student temporarily to leave the examination room. Any student who leaves the examination room without the prior permission of an invigilator is deemed to have withdrawn from the examination and cannot be re-admitted.
- 6.108 Students wishing to leave the examination room permanently before an examination has ended must first attract the attention of an invigilator to ensure that their scripts are collected and secured by the invigilator. They should take care not to disturb other students when leaving and must observe the Academic Regulations governing the conduct of examinations until they are outside the room. A student whose script has been collected and secured by an invigilator in this way cannot be re-admitted to the examination room.

## General

- 6.109 On entering the examination room, students are subject to the authority of the invigilators and must act according to their instructions.
- 6.110 Once they are in the examination room students must neither have in their possession nor make use of any book, manuscript, calculator, palm-top computer, mobile phone (or other communication device) or any other aid which has not been approved prior to the start of the examination. Students whose first language is not English are normally permitted to take into the examination room a single-volume, bilingual dictionary (without annotation) except where the examination is in an applied English language or modern foreign language subject.
- 6.111 The approved use of calculators, specified reference books or other equipment for certain examinations is published by the relevant academic department and in the rubric for the examination question paper. The academic department and examination rubric define precisely the type of calculator, title of book(s) and/or type of equipment permitted in each case. The use of electronic dictionaries or translators is not permitted.
- 6.112 Students who bring unauthorised items to their places by mistake must inform an invigilator as soon as they discover the presence of such items.
- 6.113 Coats, briefcases, mobile telephones/pagers and other devices (which must be switched off) and similar items must be deposited in the examination room as directed by an invigilator. All such items are deposited at the sole risk of the student.
- 6.114 Students must use only the official examination stationery provided. Students are not permitted to remove any script, rough work, official stationery (excluding the examination question paper) or equipment from the room.
- 6.115 Unless otherwise authorised in the examination rubric, students must use only blue or black ink in completing the examination answer book(s). A pencil may be used only for the drawing of diagrams.
- 6.116 During the examination students must not communicate in any way with any person other than an invigilator.
- 6.117 A student is permitted to attract an invigilator's attention by raising his/her hand. A student must not leave his/her place without the prior permission of an invigilator.
- 6.118 Smoking is not permitted in the examination room.
- 6.119 A student who, in the opinion of the invigilators, causes any disturbance, which may include eating or drinking and continues to do so after warning, is required to leave the examination room and cannot be re-admitted.
- 6.120 Students are given a warning when 30 minutes and five minutes of the examination are still remaining.
- 6.121 Students must not start writing, other than to complete the identification details on the answer book, until given permission to do so by an invigilator.
- 6.122 Students must stop writing as soon as they are instructed to do so at the end of the examination. An invigilator determines the end of the examination.

- 6.123 At the end of the examination students must remain seated and silent until all scripts have been collected and until dismissed from the examination room by an invigilator.

#### Breaches of Academic Regulations Governing Examinations

- 6.124 A student whom an invigilator believes to be using unfair means (including unauthorised aids, copying or communicating with others) is so informed by the invigilator and his/her answer book marked at the appropriate place. Unless the student is required to leave the examination room under any other Regulation, s/he is permitted to continue the examination.
- 6.125 A student breaching any of these Academic Regulations is reported to the Anglia Ruskin Awards Board and the matter is considered in accordance with the regulations governing assessment offences (see Section 10 of these Academic Regulations).

#### Variations to the Academic Regulations Governing Examinations

- 6.126 If the nature of an examination makes necessary any variation to these Academic Regulations, students are informed of such variation by the invigilators before the start of the examination.

### **(R) Individual Assessment Requirements**

- 6.127 Special arrangements may be needed for those students assessed to have a permanent or long-term disability or who suffer a temporary disability or disposition during the examination period. Any variation in the approved assessment methods for a module takes full account of:
- “reasonable adjustments” for the student, as determined by Student Services in accordance with Anglia Ruskin’s policies for supporting students with a disability
  - the intended learning outcomes of the pathway and/or module for which the student is registered/enrolled
- 6.128 Guidelines are contained in the *Senate Code on Practice on the Assessment of Students*.
- 6.129 An analysis of the number of students and the nature of the individual assessment requirements covered by these arrangements is conducted annually by Student Services for consideration by the Senate (or a committee of the Senate acting on its behalf).

## SECTION 7

### ASSESSMENT PANELS AND AWARDS BOARD<sup>11</sup>

#### (A) Introduction

- 7.1 Anglia Ruskin University operates a two-tiered assessment process for its undergraduate and postgraduate pathways.
- 7.2 Decisions on the outcome of all assessment processes, whether for an individual or group of students, are made by:
- a formally constituted Departmental Assessment Panel (DAP) established by the Senate (for the approval of module results), attended by one or more External Examiners, and reporting to the Anglia Ruskin Awards Boards
  - the formally constituted Anglia Ruskin Awards Board established by the Senate (for the determination of award outcomes), also attended by External Examiners, and reporting to the Senate.
- 7.3 The constitutions of the DAPs and the Anglia Ruskin Awards Boards are set out in the following Regulations and in the *Constitution of the Senate and its Standing Committees* document available at [www.anglia.ac.uk/constitution](http://www.anglia.ac.uk/constitution).
- 7.4 The Anglia Ruskin Awards Board delegates to a single Anglia Ruskin Mitigation Panel responsibility for considering all claims for mitigation submitted under the appropriate Regulations and for determining the outcome in all cases.
- 7.5 The Anglia Ruskin Awards Board delegates to a single Faculty Student Review Subcommittee responsibility for reviewing the academic progress of all students registered in the Faculty and for making recommendations to the Anglia Ruskin Awards Boards on student continuation.

#### (B) Departmental Assessment Panels (DAPs)

- 7.6 The terms of reference for DAPs are:
- to ensure that appropriate academic standards are set for all assessed work for modules within their remit (including consideration of mean marks, standard deviation, and comparisons with student achievement in previous years and/or assessment periods)
  - to consider and approve assessment marks
  - to consider the appropriateness of mark ranges in the context of anticipated or normative mark standards and to moderate where appropriate
  - to consider and approve module results and the award of the associated credit
  - to determine for a student who has failed a module at the first attempt the form and timing of re-assessment on the following basis:

---

<sup>11</sup> Reference to the Anglia Ruskin Awards Board should be taken to include a Professional Awards Board

**either** (a) the form of re-assessment is normally a resit of the failed elements. Exceptionally, an alternative method of re-assessment is provided e.g. where the original method of assessment can no longer be repeated for an individual student

**or** (b) the re-assessment is undertaken after further attendance (where deemed necessary in view of the subject area e.g. laboratory work for a science-based subject).

- to identify those modules for which incomplete marks have been submitted for referral to the Dean of Faculty for action, where appropriate
- to consider any matters referred to the Departmental Assessment Panel by the Vice-Chancellor (or nominee) or the Senate
- to ensure that decisions on module results are accurately recorded and are available to the appropriate Faculty Student Review Subcommittee and to the Anglia Ruskin Awards Board.

7.7 The constitution for DAPs is:

- The Head of Department responsible for the modules under consideration [Chair]<sup>12</sup>
- The Module Leader for each module under consideration or a named substitute with authority to speak on behalf of the Module Leader
- All Programme Leaders within the Department
- The External Examiner(s) appointed by the Senate
- Representatives from UK partner institutions, where appropriate
- Specified, practice-based internal assessors, where appropriate.

7.8 The quorum for meetings of DAPs is 50% of the Module Leaders (or their named substitute) whose modules are under consideration. The following members must attend for the decisions of a meeting to be valid unless unforeseen circumstances exceptionally prevent attendance, in which case appropriate alternative arrangements should be made provided the circumstances arise a sufficient time in advance of the meeting:

- The Head of Department responsible for the modules under consideration
- At least one of the External Examiner(s) appointed by the Senate.

7.9 The Academic Office provides an Executive Secretary to all DAPs.

7.10 DAPs meet before the Anglia Ruskin Awards Boards.

7.11 In assessment periods when the volume of business for any individual DAP is significantly low (eg: the Semester/Trimester 2 resit period), the Academic Office, in consultation with the relevant Faculty, may convene two or more DAPs from the same Faculty at the same time in the format of a 'Joint DAP' meeting. Amendments to the constitution of the DAP to accommodate this arrangement (ensuring appropriate representation from the relevant Anglia Ruskin Departments and external examiner engagement) are held by the Academic Office.

7.12 On occasion, the DAP receives a report from a sub-group of the DAP convened since the DAP's last formal meeting to consider the outcomes of placement assessment. The DAP is required to consider and ratify the module outcomes in the normal way noting that re-assessment is already underway following the deliberations of the sub-group (see Regulations 6.73 - 6.74).

---

<sup>12</sup> Subject to approval by the Senate and Board of Governors in November 2011 (DAPs were previously chaired by a Head of Department from another Department)

### **(C) The Anglia Ruskin Mitigation Panel**

- 7.13 The Anglia Ruskin Mitigation Panel is a subcommittee of the Anglia Ruskin Awards Board with delegated responsibility to consider all claims for mitigation.
- 7.14 The Anglia Ruskin Mitigation Panel's term of reference is to consider all claims for mitigation and to determine the outcome in all cases in accordance with the Regulations governing mitigation.
- 7.15 The constitution for the Anglia Ruskin Mitigation Panel is:
- One Deputy Dean (with responsibility for quality assurance) from each Faculty
  - One Director of Studies from each Faculty
  - Director of Student Services (or nominee)
  - Director of the Academic Office (or nominee)

The Chair is one of the Deputy Deans (with responsibility for quality assurance) to be appointed on a rotating basis by the Senate for a period of office of one academic year.

- 7.16 The quorum for meetings of the Anglia Ruskin Mitigation Panel is seven members which must include at least one representative from each Faculty.
- 7.17 The Academic Office provides an Executive Secretary to the Anglia Ruskin Mitigation Panel.
- 7.18 The Anglia Ruskin Mitigation Panel meets before Faculty Student Review Subcommittees.

### **(D) Faculty Student Review Subcommittees**

- 7.19 Each Faculty Student Review Subcommittee is a subcommittee of the Anglia Ruskin Awards Board with delegated responsibility to review student academic progress and to make recommendations on an individual basis on student continuation/discontinuation or eligibility for the conferment of an award.
- 7.20 The terms of reference for Faculty Student Review Subcommittees are:
- to review the academic achievement of all students registered within the Faculty
  - to recommend to the Anglia Ruskin Awards Board whether a student who has failed a module at the first attempt should be required to undertake the re-assessment, as agreed by the DAP, following further attendance (where deemed necessary in view of the subject area e.g. laboratory work for a science-based subject), subject to the limits prescribed in Regulation 2.28
  - to identify those students who, having failed a module after re-assessment, are permitted under Regulations 6.67 - 6.72 to re-take the same module or take a replacement module within the limits prescribed in Regulation 6.71
  - to recommend to the Anglia Ruskin Awards Board whether continuation or discontinuation is approved for each student (see Regulations 7.21 - 7.22 below) or whether a student is eligible for an award. In making recommendations the Subcommittee takes account of the following:

- all module results
  - cases where a student is eligible for compensation *[NB Approval of compensation is the responsibility of the Anglia Ruskin Awards Board]*
  - cases where marks have been annulled as a result of successful mitigation
  - cases where, after mitigation and compensation have been taken into account, a student has too many re-assessments outstanding to proceed immediately to new learning
  - student intermissions
  - the outcome of any disciplinary process on an academic, professional or personal matter
  - student withdrawals
  - cases where a student is likely to withdraw through persistent non-attendance or is required to do so for this reason. Students in this category are not referred to the Awards Board (as withdrawal is not an outcome of the assessment process – see Regulation 2.32) but the appropriate withdrawal process is completed
- to recommend to the Anglia Ruskin Awards Board that compensation for a failed module is applied on an individual student basis in accordance with the Regulations governing compensation
  - to recommend to the Anglia Ruskin Awards Board that, in cases where the total volume of module re-assessment for an individual student, as proposed by each DAP, is excessive, the proposals are reviewed, particularly in terms of their timing, form and the attendance requirements
  - to recommend to the Anglia Ruskin Awards Board cases where a Programme Leader has provisionally approved the transfer of a student's registration from one pathway to another pathway (not necessarily within the Faculty) and for which any conditions of transfer have been met; to recommend the transfer of credit and associated marks or grades and; **not** to recommend the conferment of any award in such cases, even if the credit requirements of the original intended award (or any associated intermediate award) have been satisfied (see Regulations 8.15 - 8.19).
  - to consider annually in Semester/Trimester 1 a report on the use of short and long term extensions within the Faculty *[NB An annual overview report across all Faculties is considered by the Senate's Student Experience Committee].*

7.21 When a student has failed re-assessment in a compulsory module and/or failed re-assessment in a replacement alternative module(s) under Regulations 6.67 - 6.72 and specifically within the limits prescribed in Regulation 6.71, s/he is discontinued from the pathway for which s/he is registered. In these cases, the Subcommittee identifies one of the following options for the student and reports this to the Anglia Ruskin Awards Board:

- (a) the student may seek admission to a pathway leading to another Anglia Ruskin award in which the failed module(s) is not a compulsory module(s) (this option may lead to an extension in the student's overall period of study)
- (b) the student may seek admission to a pathway leading to a Faculty "framework award", where available

7.22 A student may be considered for admission to an alternative pathway under (a) and (b) above provided s/he has passed at least 50% of the credit requirement for the level of learning which the student has reached for the pathway on which s/he is currently registered. A student who does not satisfy this requirement falls into category (c) or (d) below:

- (c) to accept the conferment of the highest intermediate award for which the student is eligible
- (d) to have his/her registration at Anglia Ruskin University terminated.

7.23 Students in category (d) above who have been discontinued due to academic failure are not permitted to apply for re-admission to the same pathway unless all the following criteria have been met:

- at least 6 months has lapsed between the date of discontinuation and the date of the application for re-admission
- the student is able:
  - to provide clear evidence of a change in personal circumstances since the date of discontinuation
  - to demonstrate a positive commitment to resume study at higher education level
  - to demonstrate an enhanced knowledge-base and/or relevant experience e.g. based on employment in the period since the date of discontinuation
- the student has been formally interviewed by at least two members of academic staff whose decision to re-admit the student is unanimous.

7.24 The constitution for Faculty Student Review Subcommittees is:

- Deputy Dean (or nominee) Chair
- All Programme Leaders within the Faculty
- Faculty Director(s) of Studies
- An External Examiner(s), if required by a professional, statutory and regulatory body

7.25 The quorum for meetings of Faculty Student Review Subcommittees is either one third of the total membership or four members, whichever is the greater. The following members must attend for the decisions of a meeting to be valid unless unforeseen circumstances exceptionally prevent attendance, in which case appropriate alternative arrangements should be made provided the circumstances arise a sufficient time in advance of the meeting:

- Deputy Dean (or nominee)
- A Director of Studies from the Faculty
- An External Examiner(s), if required by a professional, statutory and regulatory body

7.26 The Academic Office provides an Executive Secretary to all Faculty Student Review Subcommittees.

7.27 Faculty Student Review Subcommittees meet before the Anglia Ruskin Awards Boards and after DAPs and the Anglia Ruskin Mitigation Panels.

### **(E) The Anglia Ruskin Awards Board**

7.28 The terms of reference for the Anglia Ruskin Award Board are:

- to receive the approved module results and the award of the associated credit for all students registered at Anglia Ruskin University
- to consider recommendations from the Faculty Student Review Subcommittee on the application of compensation for a failed module on an individual student basis
- to consider recommendations from the Faculty Student Review Subcommittee concerning the re-assessment of individual students and the total volume of re-assessment for such students

- to consider, approve and, exceptionally, modify recommendations from the Faculty Student Review Subcommittee on the continuation or discontinuation of each student registered in the Faculty
- exceptionally, on the recommendation of the Chair of the Anglia Ruskin Mitigation Panel, to consider any new and relevant evidence brought forward by a student or member of staff which the Chair of the Anglia Ruskin Mitigation Panel considers likely to have affected the outcome of an original claim for mitigation already considered by the Anglia Ruskin Mitigation Panel
- exceptionally, to consider a late claim for mitigation if, in the opinion of the Chair of the Anglia Ruskin Mitigation Panel, there is a justified reason for the lateness e.g. the student has been hospitalised
- to assess whether students are eligible for an award and to recommend to the Senate the conferment of such awards, with the appropriate classifications if applicable
- to assess, where appropriate, whether students have demonstrated competence to practise and to advise the Faculty Director(s) of Studies whether such students should be recommended by Anglia Ruskin University to a professional, statutory and regulatory body for inclusion on the appropriate professional register
- to consider, on the recommendation of the relevant Faculty Student Review Subcommittee, cases where a Programme Leader has provisionally approved the transfer of a student's registration from one pathway to another pathway (not necessarily within the Faculty) and for which any conditions of transfer have been met, including the approval of the transfer of credit and associated marks or grades (in accordance with Regulations 8.15 - 8.19). In such cases, the Anglia Ruskin Awards Board does **not** confer any award, even if the credit requirements of the original intended award (or any associated intermediate award) have been satisfied
- to consider any matters referred to the Anglia Ruskin Awards Board by the Vice-Chancellor (or nominee) or the Senate

7.29 The constitution for the Anglia Ruskin Awards Board is:

- A Deputy Vice Chancellor Chair
- All Deans of Faculty (or a Deputy Dean from within the Faculty)
- The Chair of the Anglia Ruskin Mitigation Panel
- One Director of Studies from each Faculty
- Three External Examiners, appointed by the Senate on the recommendation of the Deputy Vice-Chancellor (Academic) from among the external examiners appointed to membership of DAPs.

If, due to unforeseen circumstances, a Deputy Vice-Chancellor is unable to Chair the meeting, a Pro-Vice-Chancellor and Dean of Faculty acts as Chair

7.30 The following have the right to attend meetings of the Anglia Ruskin Awards Boards but **not** to vote:

- Director of Student Services (or nominee)
- Director of the Academic Office (or nominee)
- Clinical/Agency Personnel Practice teachers, where appropriate.

7.31 The quorum for meetings of the Anglia Ruskin Awards Board is eight members who must include the Deputy Vice-Chancellor, the Chair of the Anglia Ruskin Mitigation Panel, one representative from each Faculty and at least one external examiner.

- 7.32 The Academic Office provides an Executive Secretary to the Anglia Ruskin Awards Board.
- 7.33 The Anglia Ruskin Awards Board meets after DAPs, the Anglia Ruskin Mitigation Panel and Faculty Student Review Subcommittees.

#### **(F) External Examiners**

- 7.34 External examiners are appointed by, and are responsible to, the Senate as the body which authorises conferment of Anglia Ruskin awards and to the Vice-Chancellor as Chair of the Senate.
- 7.35 No award of Anglia Ruskin University is conferred without the participation in the assessment process of at least one of the external examiners appointed to membership of the Anglia Ruskin Awards Board. This requirement includes the conferment of any award recommended under Chair's Action (see the Regulations governing delegation of authority).
- 7.36 At least one external examiner is appointed to full membership of each DAP. Membership of the Anglia Ruskin Awards Board includes three external examiners appointed by the Senate. Additional external examiners may be appointed to ensure that the subject areas for which a DAP is responsible are adequately covered by the subject expertise of the external examiners and/or to satisfy the requirements of a professional, statutory and regulatory body.
- 7.37 External examiners who are appointed to membership of the Anglia Ruskin Awards Board are required to endorse the results of the assessment process leading to the conferment of an award by appending their signature to the results documentation presented at those meetings which they attend. An external examiner who exceptionally does not wish to endorse the results, either in general or for a particular student, is required to give his/her reasons in a separate written report to the Director of the Academic Office in accordance with the *Senate Code of Practice on External Examiners for Taught Pathways* (available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)).
- 7.38 Policies and procedures for the detailed implementation of Anglia Ruskin University's external examining system and its fulfilment of national requirements and expectations are set out in the *Senate Code of Practice on External Examiners for Taught Pathways* which has been designed to complement these Academic Regulations and to be read in conjunction with them.

#### **(G) Delegation of Responsibility (Chair's Action)**

- 7.39 A DAP or the Anglia Ruskin Awards Board may delegate its responsibilities to the respective Chair in relation to recommendations concerning an individual student(s), subject to the prior approval of the external examiner(s).
- 7.40 Delegated responsibility is exercised only in exceptional cases, for example:
- to correct errors in the assessment marks and/or module results presented to a DAP
  - to approve changes to a student's assessment marks and/or module results following an academic appeal
  - to recommend conferment of an award in the light of the above
  - to consider module results and/or the conferment of an award for a very small number of students where it is not practical to reconvene a DAP or the Anglia Ruskin Awards Board.

7.41 In all cases where a recommendation for the conferment of an award is made by the Chair of the Anglia Ruskin Awards Board under delegated responsibility, the signature of at least one external examiner must be appended to the results documentation.

## SECTION 8

### STUDENT CONTINUATION AND CONFERMENT OF AWARDS

#### (A) Student Review and Continuation

- 8.1 A student continues from one level of learning to the next of the pathway for which they are registered, provided they continue to satisfy Anglia Ruskin University's general requirements for students (see the Regulations in Section 3 governing the general requirements for students), enrol for modules selected from within the prescribed set of compulsory and designated modules for their pathway, and satisfy any pre-requisites or other academic requirements for module enrolment. The process for considering student continuation is set out in Section 7 of these Academic Regulations and is undertaken by the Anglia Ruskin Awards Board on recommendation from the relevant Faculty Student Review Subcommittee.
- 8.2 If the Anglia Ruskin Awards Board considers a student's academic progress is unsatisfactory, it takes appropriate action after due consideration of all known factors, including requiring a student to:
- vary his/her pace or volume of study (subject to the student's immigration status)
  - be referred under the Fitness to Practise procedures within the *Rules, Regulations and Procedures for Students*.

For these purposes a student's academic progress includes, where appropriate, progress in professional practice for an award accredited by a professional, statutory and regulatory body (PSRB).

#### Academic Failure - Discontinuation

- 8.3 A student who has exhausted the maximum combined value of re-taken and replacement modules permitted under Regulation 6.71 can no longer continue to study towards the intended award for which he/she is registered. Such a student is 'discontinued' from his/her pathway by the Anglia Ruskin Awards Board (see Regulation 2.33).
- 8.4 A student who is discontinued from his/her pathway may seek:
- Admission to a different pathway where the credits awarded may be used for the basis of a claim for admission with credit
  - Admission to the appropriate Faculty Framework Award, where available (see Regulations 2.15-2.18)

The Faculty Student Review Subcommittee identifies those students who are eligible for admission to these pathways for the attention of the Anglia Ruskin Awards Board.

- 8.5 An undergraduate or postgraduate student who has exhausted the maximum combined value of re-taken and replacement modules permitted under Regulation 6.71 and is admitted with credit to an alternative pathway (including one leading to a framework award) is **not** permitted to retake any modules already failed which may be available within the PSF for the alternative pathway.
- 8.6 A student registered for an Honours Degree who has failed after re-assessment the Major Project but has otherwise achieved at least 300 credits (including at least 60 credits at Level 3) as prescribed in the PSF for the named award on which they are registered is awarded an Ordinary degree, bearing the title of the award on which they are registered, and **cannot** seek admission to a framework award.

- 8.7 A student registered for an Honours Degree who after re-assessment has achieved at least 300 credits for the named award on which they are registered, including at least 60 credits at Level 3 which must include the credits for the Major Project, but has otherwise exhausted his/her permitted number of reassessment attempts is permitted to seek admission to a framework award and counts the credits awarded for the Major Project towards that award.
- 8.8 An undergraduate or postgraduate student who has failed on re-assessment the Major Project is **not** permitted to take as an alternative module a Major Project with a higher or lower credit value and in the latter case to take additional designated modules to make up any credit shortfall.
- 8.9 A student who is neither eligible for admission to, nor chooses to seek admission to, an alternative pathway (including a framework award) receives the highest intermediate award for which they are eligible (see Regulations 2.19 - 2.23). If no intermediate award is available, the student is issued with a transcript which details the academic credit that has been achieved and the student's registration with Anglia Ruskin is terminated.

#### Specific Arrangements for Progression within an Integrated Taught Masters Degree

- 8.10 To progress from Level 3 to Level 4 students registered for an Integrated Taught Masters Degree must achieve a credit weighted arithmetic mean of at least 60% for all Level 2 and Level 3 module results (120 credits at each level) up to and including module completions in the final semester/trimester of Level 3. Students who do not satisfy this requirement are eligible for consideration for the award of a related Honours Degree. For certain pathways an equivalent requirement is set for student progression from Level 2 to Level 3 in view of curriculum divergence at the end of Level 2 between the Integrated Taught Masters Degree and the relevant Honours Degree. In such cases an additional requirement for progression from Level 3 to Level 4 does **not** apply. In all cases the relevant progression requirements in accordance with this regulation are repeated in the appropriate Pathway Specification Forms.
- 8.11 A student initially registered for a relevant Honours Degree who wishes to transfer to a related Integrated Taught Masters Degree must have achieved at the point of transfer a credit weighted arithmetic mean of at least 60%. The point of transfer varies for each Integrated Taught Masters Degree but is one of the following:

- option** (a) the end of the final semester/trimester in Level 2
- option** (b) the end of the final semester/trimester in Level 3

The point of transfer is prescribed in the Pathway Specification Form for the related Integrated Taught Masters Degree.

The module results to be used in calculating the credit weighted arithmetic mean are:

- option** (a) the results for all Level 2 modules
- option** (b) the results for all Level 2 and all Level 3 modules

#### Accredited Prior Learning

- 8.12 Marks or grades from accredited prior learning external to Anglia Ruskin University and its collaborative partner institutions (i.e. credit **not** awarded by Anglia Ruskin University), including such learning which has resulted in the conferment of an award, do **not** contribute to the algorithm used to determine the classification of an Anglia Ruskin award.
- 8.13 Marks or grades from accredited prior learning within Anglia Ruskin University and its collaborative partner institutions (i.e. credit awarded by Anglia Ruskin University) are transferred to the Anglia Ruskin award on which the student is registered and contribute,

where appropriate, to the algorithm used to determine the classification of the Anglia Ruskin award **provided that**:

- the accredited prior learning is identical to the level and volume of the modules contained in the PSF against which it is mapped
- the accredited prior learning has **not** previously contributed to the conferment of an Anglia Ruskin award.

8.14 The relevant Programme Leader is responsible for ensuring that the appropriate Student Handbook sets out the implications for credit and grade transfer in such cases, particularly the implications for students if the accredited prior learning has contributed to the conferment of an Anglia Ruskin award.

#### Student-initiated Pathway Transfer

8.15 A student whose academic progress is satisfactory but who wishes to transfer registration from one pathway to another (which may be a pathway at a higher or lower level of learning than the current pathway) must submit a request, in writing, to the Programme Leader responsible for the pathway to which transfer is sought **before** completion of the original pathway and conferment of the associated award. The reasons for such a request may be academic, professional, personal or a combination of factors.

8.16 The Programme Leader evaluates, in each case, whether the modules successfully completed by the student, and those modules which the student has taken but in which the student is scheduled to be (re) assessed, provide sufficient preparation and overlap of material to enable the student, with further study, to achieve the learning outcomes for the pathway to which transfer is being proposed.

8.17 If the transfer is provisionally approved, the Programme Leader submits a recommendation to the Faculty Student Review Subcommittee(s) responsible for the pathway on which the student is currently registered and for the pathway to which transfer has been provisionally approved. The Programme Leader confirms the credit and associated marks which can be transferred with the student and any conditions that must be set and satisfied (e.g. to pass some or all remaining assessments for modules which the student has taken and in which the student is scheduled to be (re) assessed).

8.18 On receipt of the Programme Leader's recommendation, the Faculty Student Review Subcommittee(s) responsible for the pathway on which the student is currently registered undertakes its normal duties and, if any conditions of transfer have been satisfied, formally recommends to the Anglia Ruskin Awards Board the transfer of the student's registration, credit and associated marks or grades (see Regulation 4.47). The Faculty Student Review Subcommittee does **not** recommend to the Anglia Ruskin Awards Board the conferment of any award even if the credit requirements of the original intended award (or any associated intermediate award) have been satisfied.

8.19 A student cannot be transferred to a pathway which leads to an award at a higher level if the registration on the original pathway has been discontinued by the Anglia Ruskin Awards Board as a consequence of academic failure.

#### **(B) Eligibility for an Award**

8.20 Students are considered for an Anglia Ruskin award by the Anglia Ruskin Awards Board if they have satisfied the general requirements for students set out in Section 3 and in particular have satisfied the credit requirements of the pathway for which they are registered in terms of the volume and level of credit, as defined in Regulation 2.41.

## **(C) Classification of Awards**

- 8.21 Algorithms for determining the classification for all awards which apply to all pathways are detailed in Regulations 8.22 - 8.51 below.
- 8.22 When determining a degree or award classification the arithmetic mean is rounded to the nearest integer, i.e. less than 0.5 is rounded down and greater than or equal to 0.5 is rounded up.
- 8.23 The following awards whose credit value is less than 120 credits are not classified:
- Access Certificate
  - University Certificate
  - University Diploma
  - Graduate Certificate
  - Graduate Diploma
  - Postgraduate Certificate
- 8.24 The principle of non-classification applies equally to those of the above awards whose upper credit limit may with Senate's approval exceed 120 credits on an individual pathway basis (see Regulation 2.41).
- 8.25 An award is classified only if at least two thirds of the modules used in the calculation of the arithmetic mean are fine graded.

### *Certificate of Higher Education (Cert HE)*

- 8.26 If a student is eligible for a Certificate of Higher Education, the award classification is determined by calculating the credit weighted arithmetic mean of all module results at Levels 0 or 1 (or higher).
- 8.27 The following classifications are determined by the above calculation:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

### *Higher National Certificate (HNC)*

- 8.28 If a student is eligible for a Higher National Certificate, the award classification is determined by calculating the credit weighted arithmetic mean of module results totalling 120 credits. The calculation must include the results for all Level 2 modules (or higher) and the highest results from the appropriate number of Level 1 modules to achieve the required total of 120 credits.
- 8.29 The following classifications are determined by the above calculation:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

### *Higher National Diploma (HND)*

8.30 If a student is eligible for a Higher National Diploma, the award classification is determined by calculating the credit weighted arithmetic mean of module results totalling 120 credits. The calculation must include the results for all Level 2 modules (or higher) and the highest results from the appropriate number of Level 1 modules to achieve the required total of 120 credits.

8.31 The following classifications are determined by the above calculation:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

### *Foundation Degree (FdA, FdSc, FdEng) and Diploma of Higher Education (Dip HE)*

8.32 If a student is eligible for a Foundation Degree or Diploma of Higher Education, the award classification is determined by calculating the credit weighted arithmetic mean of the module results for all-modules at Level 2 (or higher).

8.33 The following classifications are determined by the above calculation:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

### *Certificate of Education (Cert Ed)*

8.34 If a student is eligible for a Certificate of Education the award classification is determined by calculating the credit weighted arithmetic mean of all module results.

8.35 The following classifications are determined by the above calculation:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

### *Professional Graduate Certificate in Education (PGCE: Level 3)*

8.36 If a student is eligible for a Professional Graduate Certificate in Education the award classification is determined by calculating the credit weighted arithmetic mean of the module results for all modules at Level 3 or higher.

8.37 The following classifications are determined by the above calculation:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

*Ordinary Degree (BA, BSc, BEng, BOptom, LLB)*

8.38 If a student is eligible for an Ordinary Degree, the award classification is determined by calculating the credit weighted arithmetic mean of module results totalling 165 credits. The calculation must include the results for all Level 3 modules and the highest results from the appropriate number of Level 2 modules to achieve the required total of 165 credits.

8.39 The following classifications are determined by the above calculation:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

*Honours Degree (BA (Hons), BSc (Hons), BEng (Hons), BOptom (Hons), BOst (Hons), LLB (Hons))*

8.40 If a student is eligible for an Honours Degree, the award classification is determined by calculating the credit weighted arithmetic mean of module results totalling 180 credits. The calculation must include the results for all Level 3 modules and the highest results from the appropriate number of Level 2 modules to achieve the required total of 180 credits.

If a student is eligible for a Bachelor of Osteopathy Honours Degree, the award classification is determined by calculating the credit weighted arithmetic mean of module results from all Level 3 modules, totalling 240 credits.

8.41 The following classifications are determined by the above calculations:

First class honours	70%+
Upper Second class honours	60% - 69%
Lower Second class honours	50% - 59%
Third class honours	40% - 49%
Fail	0% - 39%

*Postgraduate Certificate in Education (PGCE: Level 4)*

8.42 If a student is eligible for a Postgraduate Certificate in Education the award classification is determined by calculating the credit weighted arithmetic mean of the module results for all Level 4 modules.

8.43 The following classifications are determined by the above calculation:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

*Postgraduate Diploma (PG Dip)*

8.44 If a student is eligible for a Postgraduate Diploma, the award classification is determined by calculating the credit weighted arithmetic mean of the module results for all Level 4 modules.

8.45 The following classifications are determined by the above calculation:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

*Taught Masters Degree (LLM, MA, MBA, MFA, MTL, MSc)*

8.46 If a student is eligible for one of the above taught Masters Degrees, the award classification is determined by calculating the credit weighted arithmetic mean of the module results for all Level 4 modules.

8.47 The following classifications are determined by the above calculation:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

*Taught Masters Degree (MFA)*

8.48 If a student is eligible for the above taught Masters Degree, the award classification is determined by calculating the credit weighted arithmetic mean of the module results for all Level 4 modules.

8.49 The following classifications are determined by the above calculation:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

*Integrated Taught Masters Degree (MDes, MEng, MLaw, MOst)*

8.50 If a student is eligible for one of the above Integrated Taught Masters Degrees, the award classification is determined by calculating the credit weighted arithmetic mean of module results totalling 240 credits. The calculation must include the results for all Level 4 modules and the highest results from the appropriate number of Level 3 (and, if necessary, Level 2) modules to achieve the required total of 240 credits.

8.51 The following classifications are determined by the above calculation:

Distinction	70%+
Merit	60% - 69%
Pass	40% - 59%
Fail	0% - 39%

**(D) Aegrotat Awards**

8.52 At the discretion of the Anglia Ruskin Awards Board an unclassified but named aegrotat award may be conferred on a student provided that:

- there is sufficient evidence that the student would have achieved the appropriate level of knowledge, understanding and skills if it had not been for illness or other valid cause **and**
- the student has already been awarded two thirds of the credit total required for the award under consideration.

8.53 Where the pathway title is linked to PSRB requirements, the name of the aegrotat award conferred is as prescribed on the Pathway Specification Form.

8.54 An aegrotat award is not available for the following qualifications:

- Access Certificate
- University Certificate
- University Diploma
- Graduate Certificate
- Graduate Diploma
- HNC
- HND

8.55 A student has the right to refuse an aegrotat award and to seek to be assessed for the original award.

### **(E) Posthumous Awards**

8.56 In the event of a student's death, the Senate, on the recommendation of the Anglia Ruskin Awards Board, may confer an unclassified but named posthumous award provided that:

- there is sufficient evidence that the student would have achieved the appropriate level of achievement and competence **and**
- the student has already been awarded two thirds of the total credit required for the award under consideration.

## SECTION 9

### ACADEMIC APPEALS

#### (A) Introduction

- 9.1 This section of the Academic Regulations describes Anglia Ruskin University's academic appeals policy for all students registered on an award conferred by Anglia Ruskin University, including all students registered at a UK or international partner institution and students registered on distance learning pathways. All appeals, including those from students registered at UK and international partner institutions are administered by Anglia Ruskin University. Appeals from students registered at international partners may require special arrangements in order to administer the appeal. Students registered on dual awards will submit their appeal to the institution responsible for administering the assessment against which the student is appealing. Regulation 9.53 provides a summary of the appeals process for publication to students in the form of a flowchart.
- 9.2 The Academic Regulations are applied fairly and consistently and in accordance with Anglia Ruskin University's equal opportunities policy. Research degree students registered for a professional doctorate are subject to these Academic Regulations for the Stage 1 programmes within their award. The *Research Degrees Regulations* (available at [www.anglia.ac.uk/researchregs](http://www.anglia.ac.uk/researchregs)) provide for a review of an examination decision in certain circumstances and these procedures are published separately.
- 9.3 In dealing with an academic appeal, privacy and confidentiality are assured unless disclosure is necessary to progress the appeal.

#### (B) Grounds for an Appeal

- 9.4 A student has the right to appeal against that decision of the Anglia Ruskin Awards Board on the following grounds:
- that his/her performance in the assessment was adversely affected by illness or other factors which s/he was unable, or for valid reasons unwilling, to divulge before the Anglia Ruskin Awards Board reached its decision. The student's request must be supported by medical certificates or other documentary evidence acceptable to the Appeals Panel indicating clearly why such evidence was not previously presented to the Anglia Ruskin Awards Board
  - that there has been a material administrative error, or that the assessment(s) was not conducted in accordance with the Academic Regulations governing the pathway, or that some other material irregularity has occurred.
- 9.5 The student may **not** appeal on any ground which:
- has already been considered and rejected by the Anglia Ruskin Mitigation Panel unless additional evidence in support of the original mitigation claim is provided for the purpose of the appeal **and** there is a valid reason (supported by evidence) why the additional evidence was not submitted with the original mitigation claim.
  - could have been considered by the Anglia Ruskin Awards Board if notice of the student's wish to have it so considered had been given prior to the Anglia Ruskin Awards Board meeting and the student has no valid reason for having failed to give such notice **or**

- claims that academic performance was adversely affected by ill-health, where there is no medical evidence certified by a recognised medical practitioner, GP or hospital consultant or other evidence deemed appropriate by the Anglia Ruskin Awards Board to support the application **or**
- disputes only the academic judgement of that Anglia Ruskin Awards Board concerning the student's performance in any academic work and/or work-based component of the pathway.

### **(C) Submitting an Appeal**

- 9.6 A student wishing to exercise a right of appeal must give notice in writing, using the appropriate proforma which is obtainable from Faculty Offices or from [www.anglia.ac.uk/appeals](http://www.anglia.ac.uk/appeals), to the Director of the Academic Office (or nominee) within 25 working days of the date of the meeting of the Anglia Ruskin Awards Board. This proforma must state the grounds and evidence on which the student wishes to appeal.
- 9.7 In very exceptional circumstances and with the explicit agreement of the Chair of the Senate, acting on the advice of the Director of the Academic Office (or nominee), an appeal outside the normal time limits may be considered in accordance with the Academic Regulations governing academic appeals.
- 9.8 A student wishing to appeal on grounds of illness is required to send to the Director of the Academic Office (or nominee) supporting documented medical evidence, explaining the reasons why the evidence was not originally presented. If documentary evidence has already been sent to the Chair of the Anglia Ruskin Awards Board, the Director of the Academic Office (or nominee) is notified of this fact by the student via the proforma.
- 9.9 A student wishing to appeal on the grounds that there has been a material administrative error or that the assessments were not conducted in accordance with the Academic Regulations is required to send to the Director of the Academic Office (or nominee) such documentary evidence as is appropriate to support the appeal. Such evidence must be sent to the Director of the Academic Office (or nominee) at the same time as the proforma is completed. The Director of the Academic Office (or nominee) also notifies the student's Director of Studies that an appeal has been submitted.
- 9.10 The Director of the Academic Office (or nominee) has the right to call for additional written evidence from the student and/or Anglia Ruskin University staff and to include any such additional evidence as s/he thinks is conducive to a better informed judgement.

### **(D) Investigating an Appeal**

- 9.11 The Director of the Academic Office (or nominee) acknowledges receipt of the formal notice of appeal. Two staff, from a pool of the Director of the Academic Office, Deputy Director of the Academic Office, Head of the Quality Assurance Unit and the Examinations and Academic Appeals Manager review all academic appeals upon receipt by the Academic Office. The following appeals are dismissed without referral to the Director of Studies and the Preliminary Review Panel and neither is an internal resolution meeting with the appellant convened:
- (a) where the criteria for grounds for an academic appeal are not satisfied
  - (b) where there is either no evidence provided to support the appeal, or that such evidence is not timely
  - (c) where there is no reason provided nor evidence submitted as to why mitigation was not submitted at the correct time.

- 9.12 All other academic appeals, including those which satisfy the grounds for an academic appeal and which provide timely and appropriate evidence, are forwarded to the Director of Studies for his/her consideration. If the Director of Studies agrees that there is a *prima facie* ground for an appeal, the appeal is upheld and the Director of the Academic Office (or nominee) notifies the appellant accordingly.
- 9.13 If the Director of Studies does not uphold the appeal, he/she initiates an internal resolution process within the Faculty which is conducted before the appeal is referred to the Preliminary Review Panel. Under the internal resolution process the Director of Studies meets the appellant to discuss the appeal and to seek to resolve it at a local level. The appellant may be accompanied at the meeting by a friend. A written record of the discussion is kept by the Director of Studies and the recommendation arising from that discussion is reported by the Director of Studies to the Director of the Academic Office (or nominee), whether or not the appeal is upheld. The internal resolution meeting takes place within 20 working days of the date of receipt of the notice of appeal. If the appellant does not attend the meeting, the Director of Studies is not required to re-arrange the meeting but proceeds to consider the appeal.
- 9.14 Once an appeal has been lodged with the Director of the Academic Office (or nominee) the appellant may continue and fully engage with his/her studies, undertaking placements and/or elements of assessment or re-assessment without prejudice to the outcome of the appeal, provided that in doing so s/he does not put him/herself or others at risk. The final decision regarding attendance at Anglia Ruskin University or in a placement remains with the Director of Studies who may take action in accordance with the Fitness to Practise Regulations within the *Rules, Regulations and Procedures for Students*.
- 9.15 The Director of the Academic Office (or nominee) subsequently refers the matter to a Preliminary Review Panel to determine whether or not there is a *prima facie* ground for an appeal. The referral includes the recommendation arising from the internal resolution process. The panel meets, normally within 30 working days of the date of receipt of the notice of appeal, to determine whether there are grounds for an appeal and notifies the appellant of the outcome as set out in Regulations 9.20 - 9.25. The Preliminary Review Panel is an advisory body to all parties in an appeal process. An appellant has the right to have the appeal heard by an Appeals Panel (in accordance with Regulation 9.25).
- 9.16 In exceptional circumstances the Director of the Academic Office (or nominee) may appoint an Investigating Officer from the Senate's Academic Regulations Subcommittee who has not taught the appellant or in any other way been closely associated with the appellant.
- 9.17 The Investigating Officer has the right to call for additional written evidence from the appellant or Anglia Ruskin University staff and to include any such additional evidence as s/he thinks is in the interests of a just outcome. The Investigating Officer reviews the written evidence and reports to a Preliminary Review Panel within 15 working days of the date of receipt of the notice of appeal.

#### **(E) Preliminary Review Panel: Membership**

- 9.18 The Preliminary Review Panel comprises the Director of the Academic Office (or nominee), the Examinations and Academic Appeals Manager, the Investigating Officer (if appointed) and a student nominated by the President of the Students' Union. The Students' Union President may not be a member of the Preliminary Review Panel.

9.19 The Preliminary Review Panel reviews the following written evidence:

- the appellant's written appeal and supporting evidence
- the evidence provided by the Head of Department and other staff in the Faculty
- the Investigating Officer's report, if appropriate.

#### **(F) Preliminary Review Panel: Decisions**

9.20 If the Preliminary Review Panel is satisfied that the notice of appeal and accompanying evidence discloses a *prima facie* ground of appeal, the Director of the Academic Office (or nominee) advises the Director of Studies accordingly, following which there are two possible outcomes (as set out in Regulations 9.21 - 9.22).

9.21 If the appeal is **not** contested by the Director of Studies, the Preliminary Review Panel requests the Director of the Academic Office (or nominee) to uphold the appeal and to notify the appellant of the Preliminary Review Panel's decision normally within ten working days. In such cases the Chair of the Anglia Ruskin Awards Board (or nominee) arranges for the Anglia Ruskin Awards Board (or a small subcommittee)<sup>13</sup> to review its decision in the light of the additional information provided through the appeals process normally within 21 days of the date of the Secretary's letter upholding the appeal.

9.22 If the appeal is contested by the Director of Studies, the Preliminary Review Panel requests the Director of the Academic Office (or nominee) to convene a meeting of an Appeals Panel of the Senate's Academic Regulations Subcommittee.

9.23 If the Preliminary Review Panel is satisfied that the notice of appeal and accompanying evidence does **not** disclose a *prima facie* ground of appeal, the appellant is informed in writing.

9.24 The Secretary keeps a record of the decisions of Preliminary Review Panels.

9.25 If an appeal is rejected by the Preliminary Review Panel the appellant has the right to have the appeal heard by an Appeals Panel **only if** additional evidence, which was not presented to the Preliminary Review Panel, is subsequently submitted by the appellant. No arrangements are made to conduct a hearing until the additional evidence is submitted. An appellant wishing to exercise this right is required to notify the Director of the Academic Office (or nominee) of this wish in writing within 15 days of the date of the letter confirming the decision of the Preliminary Review Panel. The additional evidence must be provided within 15 working days of receipt by the Academic Office of the request for a hearing. If no further evidence has been received by this deadline, the request for a hearing, and therefore the academic appeal, is dismissed.

#### **(G) Appeals Panel: Role and Membership**

9.26 If the decision of the Preliminary Review Panel is contested by the Director of Studies or the appellant exercises his/her right to have the appeal formally heard (see Regulations 9.22 and 9.25), an Appeals Panel is convened to consider the appeal. This process is known as a hearing. If either the Director of Studies or the appellant wishes to exercise this right, they should write to the Director of the Academic Office (or nominee) within 15 days of the date of the letter confirming the decision of the Preliminary Review Panel requesting the setting up of a hearing.

---

<sup>13</sup> The Subcommittee comprises three members (including the Chair or nominee) plus two other members of the department in which the appellant is based, who have not had previous involvement in the appeal.

9.27 The membership of the Appeals Panel comprises:

- a member of the Senate's Academic Regulations Subcommittee (other than the Investigating Officer for the case) who acts as Chair of the Panel
- two other academic members of staff of Anglia Ruskin University who are not members of the Faculty in which the appellant is registered nor have taught the appellant or in any other way been closely associated with the appellant
- a student nominated by the President of the Students' Union in consultation with the Secretary of the panel.

The Examinations & Academic Appeals Manager acts as Secretary to the Appeals Panel but is not a panel member.

9.28 The following, *inter alia*, have the right to be present and to speak at sittings of the Appeals Panel:

- the Director of Studies in which the appellant who has initiated the academic appeal is registered
- the President of the Students' Union (or an elected representative of the Students' Union), unless the appellant objects
- the appellant and his/her friend or a representative of the Students' Union.

#### **(H) Appeals Panel: Procedures**

9.29 The Preliminary Review Panel refers the notice of appeal and accompanying evidence to the Secretary of the Committee who, on receiving the request to convene an Appeal Panel, normally, and in not less than ten or no more than 30 working days:

- calls a meeting of the Appeals Panel as far as possible to the convenience of all parties
- ascertains from the appellant whether s/he objects to the attendance of the President of the Students' Union at the meeting of the Appeals Panel
- gives notice to the appropriate Director of Studies and the President of the Students' Union (or an elected representative of the Students' Union) of the date, time and place of the meeting
- gives notice in writing to the appellant by way of personal delivery or, if this is not possible, by recorded postal delivery to the appellant's last known local and home address, such notice stating:
  - (i) the nature of the appeal
  - (ii) the date, time and place of the hearing of the Appeals Panel and its membership
  - (iii) that s/he has a right to be heard at the hearing accompanied, if s/he so wishes, by a friend
  - (iv) that in his/her unavoidable absence s/he may in writing appoint a proxy (who may be a member of the Students' Union) to represent him/her at the hearing
  - (v) that s/he has a right to submit a written statement or written evidence for consideration by the Appeals Panel and that evidence may be presented by the Secretary of the Appeals Panel and the Director of Studies
  - (vi) that s/he is responsible for informing witnesses in support of his/her case of the details of the hearing of the Appeals Panel and for securing their attendance at the hearing
  - (vii) that s/he is responsible for informing the Secretary of the Appeals Panel as soon as possible of the names of witnesses s/he proposes to call and whether s/he wishes to be accompanied by a friend, and if so the name of the friend.

- provides members of the Appeals Panel, the Director of Studies, the President of the Students' Union (or an elected representative) with copies of all relevant documentation.

9.30 If two or more students are the subject of an appeal, the Appeals Panel decides whether the interests of each appellant individually would be prejudiced by hearing the appeal against them jointly. If the panel is of the opinion that the appeal might be prejudiced or that the proceedings could not easily or fairly be conducted in regard to two or more students together, it continues to conduct the hearing against them individually.

### **(J) Conduct of a Formal Hearing**

9.31 The hearing is formal and takes place as soon as is practicable after despatch of written notification of the decision of the Preliminary Review Panel.

9.32 Anglia Ruskin University reserves the right to involve such other individuals as it thinks appropriate to the presentation of the case, including, where appropriate, representation from any professional, statutory and regulatory body which has formally accredited the pathway for which the appellant is registered.

9.33 All hearings held by the Appeals Panel are minuted and a record of the minutes is kept by the Director of the Academic Office (or nominee).

9.34 The time between completion of the hearing with the Appeals Panel and formal communication to the appellant of the panel's recommendation to the Anglia Ruskin Awards Board is normally no more than ten working days. If the appellant is present, s/he is normally informed of the Panel's recommendation at the conclusion of the hearing.

9.35 The Director of the Academic Office (or nominee) is responsible for informing the appellant and the Chair of the Anglia Ruskin Awards Board of the panel's recommendation. If an appeal is upheld, the Chair of the Anglia Ruskin Awards Board (or his/her nominee) normally arranges for the Anglia Ruskin Awards Board (or a small subcommittee<sup>14</sup>) to review its decision in the light of the additional information provided through the appeals process within 21 days of the date of the Secretary's letter to the appellant upholding the appeal.

9.36 The hearing is conducted in the following sequence:

- the appellant or his/her friend in support of the case. The evidence may be in writing and/or witnesses may be called
- witnesses in support of the appellant
- the Director of Studies with a view to demonstrating that the appeal should not be upheld. The evidence may be in writing and/or witnesses may be called
- witnesses in support of the Director of Studies
- final statement by the appellant or his/her friend or representative of the Students' Union
- final statement by the Director of Studies.

9.37 The members of the panel have the right to put questions to any person attending the hearing.

---

<sup>14</sup> The Subcommittee comprises three members (including the Chair or nominee) plus two other members of the department in which the appellant is based, who have not had any previous involvement in the appeal.

- 9.38 The Director of Studies and witnesses, the appellant and his/her friend have the right to be present during the taking of evidence. All have the right to put questions to the witnesses and to each other, except that none has the right to put questions on the others' final statements.
- 9.39 If the appellant does not appear at the hearing, the Appeal Panel may proceed to deal with the appeal in his/her absence provided the panel is satisfied that the Secretary has properly notified the appellant of the hearing. The Secretary will inform the appellant of the decision normally within ten working days, stating that s/he has the right of appeal against the panel's recommendations.

### **(K) Hearing: Outcomes**

9.40 The Appeals Panel sits in private and having heard the appeal decides:

- (d) whether the appeal can be upheld
- (e) if so, the recommendation to make to the Anglia Ruskin Awards Board
- (f) if not, to dismiss the appeal.

### Powers of the Appeals Panel

9.41 The Appeals Panel, having heard the appeal, may, if satisfied:

#### *Material Administrative Error or Irregularity*

- refer the matter to the Anglia Ruskin Awards Board with an instruction to reconsider its decision in the light of the findings of the Appeals Panel, if it is satisfied that in relation to the individual appellant there has been a material administrative error, or that the assessments were not conducted in accordance with the Academic Regulations or that some other material irregularity occurred.

*[The normal expectation is that the Anglia Ruskin Awards Board upholds the Appeal Panel's decision and acts accordingly. If the Anglia Ruskin Awards Board is not prepared to reconsider its original decision, a formal written statement of its reasons for not doing so, must be submitted to the Director of the Academic Office (or nominee) and the Clerk to the Board of Governors].*

#### **OR**

- annul the whole assessment or any part of it and require appropriate action to be taken by the Anglia Ruskin Awards Board, if it is satisfied that an administrative error or material irregularity has occurred which has affected more than one candidate.

#### *Illness or Other Factors*

- refer the matter to the Anglia Ruskin Awards Board with an instruction to it to reconsider its decision in the light of the findings of the Appeals Panel, if it is satisfied that the appellant's performance in the assessment was adversely affected by illness or other factors which s/he was unable, or unwilling for valid reason, to divulge before the Anglia Ruskin Awards Board reached its decision.

*[The normal expectation is that the Anglia Ruskin Awards Board upholds the Appeal Panel's decision and acts accordingly. If the Anglia Ruskin Awards Board is not prepared to reconsider its original decision, a formal written statement of its reasons for not doing so must be submitted to the Director of the Academic Office (or nominee) and the Clerk to the Board of Governors].*

### *No Grounds or Grounds of Insufficient Weight*

- dismiss the appeal, if it is satisfied that the appellant has failed to establish the ground of the appeal

#### **OR**

- dismiss the appeal, if it is satisfied that the appellant has established the ground of the appeal but it nevertheless is of the opinion that the ground, as established, either is not of sufficient weight to have influenced the Anglia Ruskin Awards Board or is not of such a kind as ought to have influenced the Anglia Ruskin Awards Board.

9.42 The Secretary notifies the appellant of the panel's decision normally within 10 working days, stating that under Regulation 9.45 s/he has the right of a further appeal to the Board of Governors against the panel's recommendation. The Secretary forwards the panel's recommendation to the Anglia Ruskin Awards Board for consideration. The appellant is, at the earliest possible opportunity, notified of the Anglia Ruskin Awards Board's decision.

9.43 The appellant may respond in writing to the Director of the Academic Office (or nominee)'s formal notification of the outcome of the hearing, indicating if s/he wishes under Regulation 9.48 to submit to the Board of Governors a further appeal against the panel's recommendation and, if so, the grounds for that appeal. This must be done within ten working days of the date of the decision of the panel. If the appellant indicates his/her wish to submit a further appeal, the Director of the Academic Office (or nominee) informs the Clerk to the Board of Governors.

9.44 A report of the hearing is submitted to the Senate's Academic Regulations Subcommittee for information.

### **(L) Appeals Arising from a Hearing**

9.45 The only ground for appeal against a decision of an Appeals Panel not to uphold an appeal is that the appeals procedures set out in these Academic Regulations were not followed.

9.46 There are no grounds for appeal on the basis of the following:

- new evidence (unless pertaining to procedures) not disclosed at the hearing for whatever reason
- disputing the academic judgement of the panel
- disputing the competence of panel members.

9.47 However, if an Appeals Panel has referred an appeal to the Anglia Ruskin Awards Board for its reconsideration and the Anglia Ruskin Awards Board does not modify its decision, the appellant may submit a further appeal to the Board of Governors, as set out in Regulations 9.48 - 9.51.

### Procedures for Further Appeal to the Board of Governors

9.48 An appellant may submit a further appeal to the Board of Governors either:

- (a) if an appeal has not been upheld by an Appeals Panel and there is evidence that the procedures for considering the appeal were not followed (Regulation 9.45)

#### **OR**

(b) if an appeal has been upheld by an Appeals Panel, has been referred to the Anglia Ruskin Awards Board for reconsideration and the Anglia Ruskin Awards Board has not modified its original decision (Regulation 9.47).

9.49 Any further appeal under Regulation 9.48 (a) must be submitted by the appellant to the Clerk to the Board of Governors for receipt within ten working days of notification of the panel's decision. The further appeal must specify in writing precisely what aspect(s) of the procedure was not followed.

9.50 Any further appeal under Regulation 9.48 (b) must also be submitted by the appellant to the Clerk to the Board of Governors for receipt within ten working days of notification of the Anglia Ruskin Awards Board's decision. The Clerk to the Board of Governors requests the Chair of the Awards Board to specify in writing precisely why the Awards Board is not prepared to reconsider its original decision.

9.51 The Clerk to the Board of Governors convenes an Appeals Committee of the Board of Governors to consider the further appeal in accordance with the procedures described in *Rules, Regulations and Procedures for Students*.

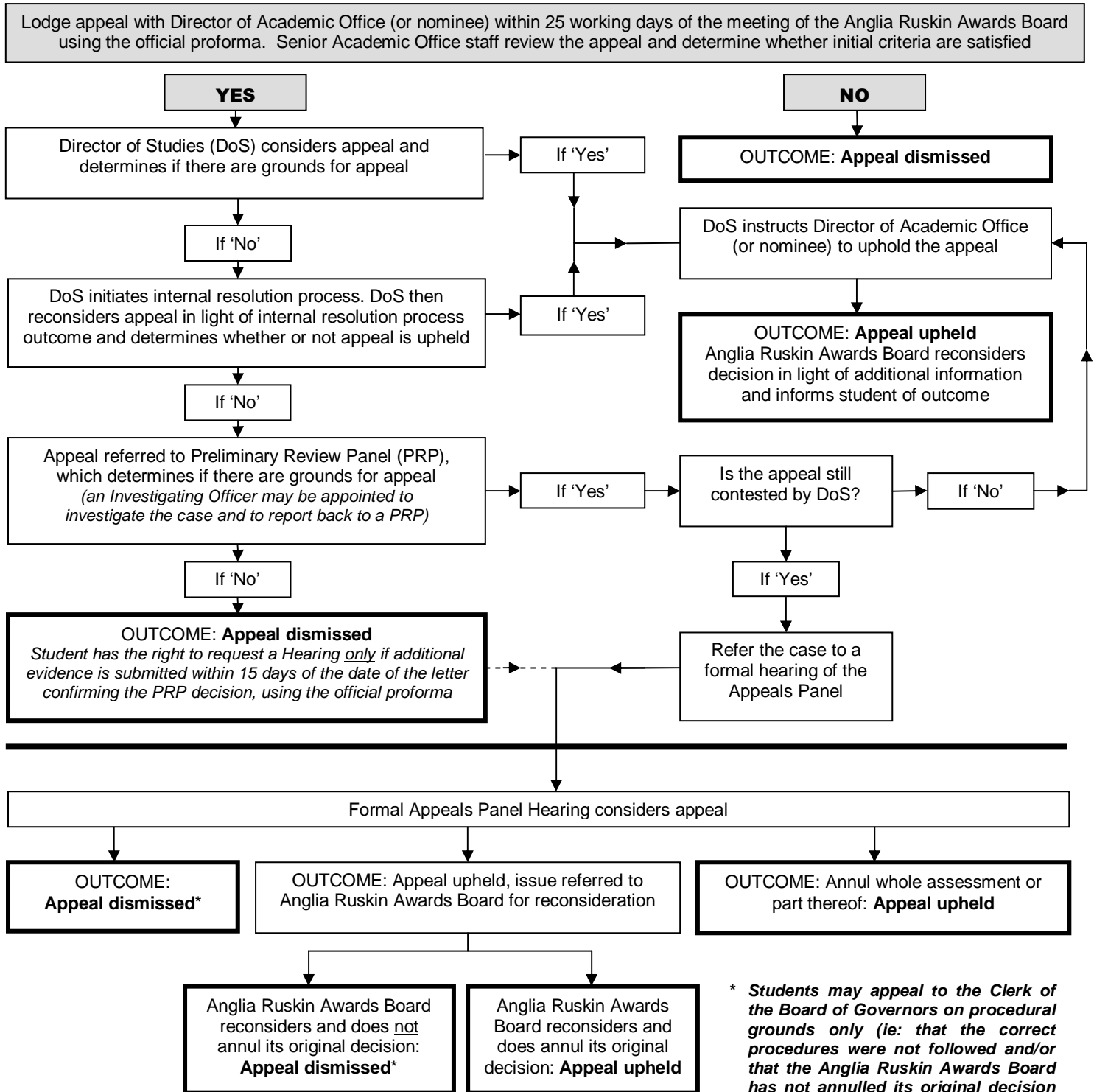
#### **(M) Office of the Independent Adjudicator**

9.52 If an appellant is not satisfied with the decision of the Appeals Committee of the Board of Governors, s/he may make representation to the Office of the Independent Adjudicator for Higher Education.

9.53 A Summary of the Appeals Procedures for Publication to Students

If you believe you have grounds to appeal against a decision of the Anglia Ruskin Awards Board, you should initially consult Student Services and/or the Students' Union. If, after those consultations, you still wish to submit a formal appeal, you should obtain the appropriate proforma from your Faculty Office or from [www.anglia.ac.uk/appeals](http://www.anglia.ac.uk/appeals). There are two grounds on which you may appeal against a decision. These are:

- If you believe your performance was adversely affected by 'factors' which you were unable or unwilling, on valid grounds, to divulge to the Anglia Ruskin Awards Board before it met.
- If there was a material administrative error, or the assessment was not conducted according to the Regulations.



\* Students may appeal to the Clerk of the Board of Governors on procedural grounds only (ie: that the correct procedures were not followed and/or that the Anglia Ruskin Awards Board has not annulled its original decision when requested to do so by an Appeal Panel under Regulation 9.41).

## SECTION 10

### ASSESSMENT OFFENCES

#### (A) Introduction

- 10.1 As an academic community, Anglia Ruskin University recognises that the principles of truth, honesty and mutual respect are central to the pursuit of knowledge. Behaviour that undermines those principles diminishes the community, both individually and collectively, and devalues Anglia Ruskin's values. Anglia Ruskin is committed to ensuring that every student and member of staff is made aware of the responsibilities s/he bears in maintaining the highest standards of academic integrity and how those standards are protected.
- 10.2 This section of the Academic Regulations describes Anglia Ruskin University's policy for managing an alleged assessment offence by students registered for an undergraduate or postgraduate award conferred by Anglia Ruskin University, including all students registered at a UK or international partner institution, students registered on distance learning pathways and students registered for Part 1 of a Professional Doctorate programme. All partner institutions are required to forward to the Director of the Academic Office (or nominee) any case of an alleged assessment offence for investigation by Anglia Ruskin University, as set out in these Regulations.
- 10.3 The Senate has approved procedures for dealing with an alleged assessment offence and these are conducted under the auspices of the Academic Regulations Subcommittee which is formally responsible for the investigation of all such cases. Through its Chair (or nominee), the Subcommittee establishes a Panel to hear each case, where appropriate, chaired by a member of the Subcommittee.
- 10.4 The consideration of an alleged assessment offence, determining whether such an offence has occurred and the determination of any penalty that is required if an allegation is upheld is not a matter for the Anglia Ruskin Awards Board. Once the process for an alleged assessment offence case has been concluded, the Awards Board merely implements the outcome of the process with regard to the student's academic profile.
- 10.5 The Academic Office maintains a record of all assessment offences and penalties and presents this information to the Academic Regulations Subcommittee on an annual basis.

#### (B) Definitions

##### "Assessment Offence"

- 10.6 For the purpose of these Academic Regulations an assessment offence is the generic term used to define cases where a student(s) has sought to gain unfair academic advantage in the assessment process for him/herself or another student(s).
- 10.7 An assessment offence may be committed in relation to work undertaken for any assessment method used by Anglia Ruskin University and its partner institutions.
- 10.8 There are many forms of assessment offence including (this is not an exhaustive list):
  - any relevant breaches of the Academic Regulations governing the Conduct of Anglia Ruskin Examinations
  - taking unauthorised material into the examination room
  - impersonating another candidate
  - submitting someone else's work as one's own (known as "plagiarism": see below for a definition)

- falsifying data
- obtaining an examination paper in advance of its authorised release
- the unauthorised and unattributed submission of an assessment item which has been produced by another student or person
- the behaviour of one or more students which may result in the poor academic performance of another student or students
- any attempt to bribe or provide inducements to members of Anglia Ruskin University staff, or to internal or external examiners in relation to the assessment process in its entirety
- any attempt which, if enacted, is designed to undermine or breach the Academic Regulations

#### “Multiple Concurrent Offences”

10.9 For the purpose of these Academic Regulations, multiple concurrent offences are cases where a student has committed more than one offence within the same semester or trimester AND where the offences have not been admitted by the student or proved AND where the student has not been warned by the Faculty of the consequences of a further offence. In such cases “multiple concurrent offences” (which may extend over one or more modules) are regarded as a single offence for the purpose of this regulation.

10.10 Plagiarism and collusion are common forms of assessment offence. They are defined as follows:

#### “Plagiarism”

10.10.1 Plagiarism is the submission of an item of assessment containing elements of work produced by another person(s) in such a way that it could be assumed to be the student’s own work. Examples of plagiarism are:

- the verbatim copying of another person’s work without acknowledgement
- the close paraphrasing of another person’s work by simply changing a few words or altering the order of presentation without acknowledgement
- the unacknowledged quotation of phrases from another person’s work and/or the presentation of another person’s idea(s) as one’s own.

10.10.2 Copying or close paraphrasing with occasional acknowledgement of the source may also be deemed to be plagiarism if the absence of quotation marks implies that the phraseology is the student’s own.

10.10.3 Plagiarised work may belong to another student or be (purchased) from a published source such as a book, report, journal or material available on the internet.

#### “Collusion”

10.10.4 Collusion occurs when two or more individuals collaborate to produce a piece of work to be submitted (in whole or in part) for assessment and the work is presented as the work of one student alone.

10.10.5 If students in a class are instructed or encouraged to work together in the pursuit of an assignment, such group activity is regarded as approved collaboration. However, if there is a requirement for the submitted work to be solely that of the individual, joint authorship is not permitted. Students who, improperly, work collectively in these circumstances are guilty of collusion.

### **(C) Initial Reporting of an Assessment Offence**

- 10.11 Any suspicion of an assessment offence during the marking process for assessed work which is not a formal examination (see Regulation 6.6, footnote 4, for Anglia Ruskin's definition of an examination) is reported to the Module Leader, who in turn reports it to the Faculty's Director of Studies within ten working days of the original submission (or extended) deadline for consideration under Regulations 10.13 and 10.14.
- 10.12 A student whom an invigilator believes to be using unfair means during a formal examination (including unauthorised aids, copying or communicating with others) is so informed and his/her answer book marked at the appropriate place. Unless the candidate is required to leave the examination room under any other Regulations, s/he is permitted to continue the examination and a report is made by the invigilator to the Academic Office at the end of the examination who then forward this to the relevant Director of Studies.
- 10.13 The Director of Studies is responsible for determining if a prima facie case exists against the student. In reaching this conclusion, the Director of Studies may consult the Chair of the Academic Regulations Subcommittee who may ask a member of the Subcommittee (who is not a member of the Faculty concerned) to consider the issue and provide a second opinion to the Director of Studies.
- 10.14 Where the Director of Studies believes there is no case to answer, the allegation is dropped and no further formal action is taken. For assessed work at levels 0 and 1, the Director of Studies may deem a student's first allegation of plagiarism or collusion to be an example of poor academic practice<sup>15</sup>. In such cases, the student receives appropriate academic counselling at this point from the Module Leader or Module Tutor rather than the allegation progressing further. The piece of work is marked appropriately (including the possibility of a fail mark) to take account of the poor academic practice.
- 10.15 The Director of Studies maintains a record of students who receive academic counselling for poor academic practice to avoid any subsequent allegations of plagiarism or collusion being wrongly considered as a first allegation of plagiarism or collusion.
- 10.16 If a student's first allegation of plagiarism or collusion occurs at levels 2, 3 or 4, it cannot be considered as poor academic practice. Additionally, an alleged assessment offence that occurs in an examination situation cannot be considered as poor academic practice at any level of study.
- 10.17 If the Director of Studies is satisfied that a prima facie case does exist, the allegation progresses to Stage 1: a full investigation by the Faculty.

---

<sup>15</sup> Examples of poor academic practice include: (i) occasional verbatim copying of short phrases from one or more sources, with in-text and bibliographical acknowledgement; (ii) occasional close paraphrasing of sentences from one or more sources, with in-text and bibliographical acknowledgement; (iii) loaning completed work or assignment notes to fellow students and; (iv) allowing others to use, advertently or inadvertently, completed work or assignment notes. This is not an exhaustive list.

## **(D) Stage 1: Faculty Investigation**

- 10.18 Within 20 working days of the alleged assessment offence being brought to the attention of the Director of Studies, he/she informs the student of the exact nature of the alleged assessment offence in writing and sends the student copies of relevant documentary evidence detailed below (to both their term-time and home addresses) by recorded delivery, asking for a response to the allegation within 15 working days of the date of the letter (the response may constitute a meeting<sup>16</sup> between the Director of Studies and the student to discuss the allegation further):
- evidence of the original source materials
  - the student's work cross-referenced against the source materials
  - brief written statements from staff bringing the allegation.
- 10.19 If the student admits to the offence, the Director of Studies confirms the assessment offence and appropriate penalty, as prescribed in Regulations 10.52 - 10.53, to the Chair of the Academic Regulations Subcommittee (or nominee). Formal notification of the penalty is communicated to the student, in writing, by the Director of the Academic Office as chair of the Subcommittee and is copied to the student's file. The student's academic record on Anglia Ruskin's student record systems is amended accordingly (but no reference to the assessment offence appears on the academic transcript).
- 10.20 If no response is received from the student within 15 working days of the initial letter, the student is deemed as not contesting the allegation and, therefore, admitting to the offence and the process outlined in Regulation 10.19 is applied.
- 10.21 In all cases where a student admits (or fails to respond) to the allegation as a first offence the student is interviewed by the Dean of Faculty (or a nominee), is told of the seriousness of the offence and receives advice on good academic practice and the accepted conventions in the preparation of their work in whatever form it takes.
- 10.22 If the student denies the alleged assessment offence the matter is referred to Stage 2: a Panel hearing, which is conducted in accordance with Regulations 10.23 - 10.40.

## **(E) Stage 2: Panel Hearing**

- 10.23 If a student has denied an alleged assessment offence presented by the Faculty's Director of Studies, the Chair of the Academic Regulations Subcommittee convenes a Panel to hear the allegation to give the student an opportunity to demonstrate that the offence has not occurred<sup>17</sup>.
- 10.24 The Academic Office is responsible for arranging and servicing Panel hearings. The Panel comprises:
- a member of the Academic Regulations Subcommittee (who acts as Chair)
  - two members of staff of Anglia Ruskin University who are not members of the Faculty in which the student is registered nor have taught the student or in any other way have been closely associated with the student
  - a student nominated by the President of the Students' Union in consultation with the Executive Secretary

---

<sup>16</sup> Any meeting that the Director of Studies may deem as necessary is conducted in the most appropriate medium for the student. A telephone conversation; video-conference, Skype interaction (or other appropriate method) is considered if it is not possible for a student to attend Anglia Ruskin's main campuses in the UK (eg: a student studying at an international partner institution or on a module delivered by flexible or distributed learning etc.).

<sup>17</sup> A Panel hearing is conducted in the most appropriate medium for the student. A video-conference, Skype interaction (or other appropriate method) is considered if it is not possible for a student to attend Anglia Ruskin's main campuses in the UK (eg: a student studying at an international partner institution or on a module delivered by flexible or distributed learning etc.).

- the Director of the Academic Office (or nominee) who is a full member and acts as the Executive Officer and minutes the Panel meeting and deliberations.

10.25 In addition, the following have the right to be in attendance:

- the President of the Students' Union (or an elected representative of the Students' Union)
- the presenter(s) of the case (Module Leader (where appropriate) and Director of Studies or nominee)
- the student whose case is being heard and his/her friend or a representative of the Students' Union.

10.26 Neither Anglia Ruskin University nor the student whose case is being heard is legally represented during the conduct of a hearing.

10.27 The Panel hearing is formal in nature and takes place as soon as possible and no later than three months after the formal allegation is first made in writing to the student (see Regulation 10.18).

10.28 Anglia Ruskin University reserves the right to involve such other individuals at the hearing as it thinks appropriate to the presentation of the case.

10.29 The hearing is conducted in the following sequence:

- Director of Studies (or nominee) presenting the allegation with a view to demonstrating that the offence has occurred. The evidence may be in writing and/or witnesses may be called
- witnesses in support of the allegation
- the student (or his/her friend) with a view to rejecting the allegation and demonstrating that the offence has not occurred. The evidence may be in writing and/or witnesses may be called
- witnesses in support of the student
- final statement by Director of Studies (or nominee) and his/her witnesses
- final statement by student (or his/her friend) who is the subject of the allegation.

10.30 The members of the Panel have the right to put questions to any person attending the hearing.

10.31 The Director of Studies (or nominee) and witnesses, the student who is the subject of the allegation and his/her friend, have the right to be present during the taking of evidence. All have the right to put questions to the witnesses and to each other, except that neither has the right to put questions on the others' final statements.

10.32 If the student who is the subject of the allegation does not appear at the hearing, the Panel may proceed to deal with the allegation in his/her absence provided the Panel membership is satisfied that the student has received proper and timely notification of the Panel hearing.

10.33 In reaching its decision, the Panel sits in private and considers whether the case has been proved. After the Panel has reached a conclusion, the outcome is verbally communicated to the student at the end of proceedings.

10.34 If the Panel concludes that the case has not been proved, the allegation is dismissed and no further action is taken.

10.35 If the Panel concludes that an assessment offence has been proved, the appropriate penalty, as prescribed in Regulations 10.52 - 10.53, is implemented.

- 10.36 The Executive Officer notifies the student of the Panel's conclusion, in writing, within ten working days of the Panel hearing. This notification also highlights that, under Regulations 10.48 - 10.50, the student has the right to appeal to the Board of Governors against the outcome of the Panel hearing within ten working days of the date of the letter.
- 10.37 If the student has not exercised their right to appeal to the Board of Governors by the deadline set by the Executive Officer, the Director of the Academic Office, as Chair of the Academic Regulations Subcommittee, formally confirms the outcome of the Panel hearing to the student in writing within ten working days of the deadline and this is copied to the student's file and Director of Studies. The student's academic record on Anglia Ruskin's student record system is amended accordingly (but no reference to the assessment offence appears on the academic transcript).
- 10.38 If the student indicates his/her wish to submit an appeal the Executive Officer informs the Clerk to the Board of Governors within three working days (see Regulations 10.48 - 10.50).
- 10.39 In all cases where an assessment offence is proved at a Panel hearing, the student is subsequently interviewed by the Dean of Faculty (or a nominee) and told of the seriousness of the offence. If relevant to the offence, the student receives advice on good academic practice and the accepted conventions in the preparation of their work in whatever form it takes.
- 10.40 A report of the hearing is submitted to the Academic Regulations Subcommittee for information.

#### **(F) Penalties**

- 10.41 A range of penalties exist which are implemented according to:
- the academic level at which the offence occurred
  - whether the offence occurred at the initial assessment or re-assessment stage of a module
  - whether the offence is admitted by the student during Stage 1 of the Assessment Offences process or the offence is proved through a Panel hearing during Stage 2 of the Assessments Offences process.
- 10.42 Table 10A (Regulation 10.52) at the end of this section of the Academic Regulations details the penalties to be implemented for assessment offences admitted by the student (during Stage 1 of the process). All elements of each penalty are applied equally on all occasions.
- 10.43 Table 10B (Regulation 10.53) at the end of this section of the Academic Regulations details the penalties to be implemented for assessment offences proven by a Panel hearing (during Stage 2 of the process). All elements of each penalty are applied equally on all occasions.
- 10.44 In cases where the prescribed penalty is the recommended expulsion of the student, the Chair of the Academic Regulations Subcommittee is required to present the recommendation to the Vice-Chancellor who considers the request.
- 10.45 If during Stage 1 or 2 of the process, the student provides evidence of mitigating circumstances that he/she asserts directly led to the assessment offence being committed, such information does NOT impact on the either the Director of Studies or the Panel's decision as to whether or not the assessment offence has occurred. However, if the Director of Studies (during Stage 1) or Panel (during Stage 2) believes that, as a result of the mitigating circumstances, the prescribed penalty is exceptionally inappropriate, the Director of Studies (following consultation with two other Directors of Studies) or the Panel can, at their discretion, refer the matter to the Chair of the Academic Regulations Subcommittee who requests the appropriateness of the Penalty to be reviewed by the

Deputy Vice-Chancellor (Academic), on behalf of the Senate, in light of the mitigating circumstances presented by the student. The Director of Studies (during Stage 1) and the Panel (during Stage 2) are not authorised to amend the penalty themselves.

- 10.46 The referral must be supported by relevant documentary evidence. The Deputy Vice-Chancellor (Academic) considers the case within 10 working days of the referral to the Chair of the Academic Regulations Subcommittee and is authorised to impose an alternative penalty.
- 10.47 Formal notification of the conclusion of the assessment offences procedure, including details of any penalty, is made to the student, in writing, by the Director of the Academic Office, as Chair of the Academic Regulations Subcommittee.

### **(G) Appeals Arising From a Panel Hearing**

- 10.48 A student may appeal against the outcome of a Panel hearing to the Board of Governors if an alleged assessment offence has been upheld and there is evidence that the procedures for considering the allegation were not followed. There are no grounds for appeal on the basis of the following:
- new evidence (unless pertaining to procedures) not disclosed at the hearing for whatever reason
  - disputing the academic judgement of the Panel
  - disputing the competence of Panel members.
- 10.49 Any appeal must be confirmed by the student to the Executive Officer of the original Panel hearing within ten working days of the date of the letter that confirms the Panel's decision to the student (see Regulation 10.36). By the same deadline, the student must specify, in writing, precise details of those aspects of the procedures that were not followed and which therefore form the basis of the appeal. The Executive Secretary informs the Clerk to the Board of Governors of the student's intention to appeal against the Panel's decision, and forwards the written submission from the student which details the basis of the appeal, within three working days.
- 10.50 The Clerk to the Board of Governors convenes an Appeals Committee of the Board of Governors to consider the appeal in accordance with the procedures described in *Rules, Regulations and Procedures for Students*.

### **(H) Office of the Independent Adjudicator**

- 10.51 If a student is not satisfied with the decision of the Panel of the Appeals Committee of the Board of Governors, s/he may make representation to the Office of the Independent Adjudicator for Higher Education.

10.52 Table 10A - Penalties to be applied for an assessment offence admitted by a student (during Stage 1)

Level of Study	First Offence <sup>18</sup> (in the case of plagiarism or collusion this may include multiple concurrent offences)		Second Offence		Third or Subsequent Offence
	COMMITTED IN INITIAL ASSESSMENT	COMMITTED IN RE-ASSESSMENT	COMMITTED IN INITIAL ASSESSMENT	COMMITTED IN RE-ASSESSMENT	COMMITTED IN INITIAL ASSESSMENT OR RE-ASSESSMENT
LEVEL 0 or 1 <sup>xx</sup>	<p>Mark of 0% awarded</p> <p>Resubmission permitted as <b>re-assessment</b>; module result capped at 40%</p> <p>If the student fails the module on re-assessment, the module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p> <p>Warning letter is placed on record in student file</p> <p>Academic counselling</p>	<p>Mark of 0% awarded</p> <p>No resubmission is permitted (student therefore fails module)</p> <p>Module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p> <p>Warning letter is placed on record in student file</p> <p>Academic counselling</p>	<p>Mark of 0% awarded</p> <p>Resubmission permitted as <b>re-assessment</b>; module result capped at 40%</p> <p>If the student fails the module on re-assessment, the module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p> <p>Warning letter is placed on record in student file</p> <p>Academic counselling</p>	<p>Mark of 0% awarded</p> <p>No resubmission is permitted (student therefore fails module)</p> <p>Module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p> <p>Warning letter is placed on record in student file</p> <p>Academic counselling</p>	Recommended Expulsion
LEVEL 2 or 3	<p>Mark of 0% awarded</p> <p>Resubmission permitted as <b>re-assessment</b>; module result capped at 40%</p> <p>Capped module result compulsorily included in classification calculation</p> <p>If the student fails the module on re-assessment, the module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p>	<p>Mark of 0% awarded</p> <p>No resubmission is permitted (student therefore fails module)</p> <p>Module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p>	<p>Mark of 0% awarded</p> <p>Resubmission permitted as <b>re-assessment</b>; module result capped at 40%</p> <p>Capped module result compulsorily included in classification calculation <b>AND</b> final classification calculation reduced by 5 percentage points</p> <p>If the student fails the module on re-assessment, the module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40% and is compulsorily included in classification calculation</p> <p>For unclassified awards only, conferment of award is deferred for six months</p> <p>Warning letter is placed on record in student file</p>	<p>Mark of 0% awarded</p> <p>No resubmission is permitted (student therefore fails module)</p> <p>If a student fails a module in which they have committed an assessment offence, the module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40%</p> <p>Module result compulsorily included in classification calculation <b>AND</b> classification reduced by 5 percentage points</p> <p>For unclassified awards only, conferment of award is deferred for six months</p> <p>Warning letter is placed on record in student file</p>	Recommended Expulsion

<sup>18</sup> Regulation 10.14 states that a first allegation of plagiarism or collusion at Levels 0 or 1 may be deemed by the Director of Studies to be poor academic practice. See Regulation 10.14 for further details.

	Warning letter is placed on record in student file Academic counselling	Warning letter is placed on record in student file Academic counselling	Academic counselling	Academic counselling	
LEVEL 4	<p>Mark of 0% awarded</p> <p>Resubmission permitted <b>as re-assessment</b>; module result capped at 40%</p> <p>Capped module result compulsorily included in classification calculation <b>AND</b> classification reduced by 5 percentage points</p> <p>If student fails the module on resubmission/re-assessment, the module result (if passed) for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40% and is compulsorily included in classification calculation</p> <p>For unclassified awards only, conferment of award is deferred for six months</p> <p>Warning letter is placed on record in student file</p> <p>Academic counselling</p>	<p>Mark of 0% awarded</p> <p>No resubmission is permitted (student therefore fails module)</p> <p>Module result for any retake or replacement module (if permitted under the Academic Regulations) is capped at 40% <b>AND</b> classification reduced by 5 percentage points</p> <p>For unclassified awards only, conferment of award is deferred for six months</p> <p>Warning letter is placed on record in student file</p> <p>Academic counselling</p>	Recommended Expulsion	Recommended Expulsion	Recommended Expulsion

10.53 Table 10B - Penalties to be applied for an assessment offence proved at a Panel Hearing (during Stage 2)

Level of Study	First Offence (in the case of plagiarism or collusion this may include multiple concurrent offences)		Second Offence		Third or Subsequent Offence
	COMMITTED IN INITIAL ASSESSMENT	COMMITTED IN RE-ASSESSMENT	COMMITTED IN INITIAL ASSESSMENT	COMMITTED IN RE-ASSESSMENT	COMMITTED IN INITIAL ASSESSMENT OR RE-ASSESSMENT
LEVEL 0 or 1 <sup>48</sup>	<p>As for Stage 1 and:</p> <ul style="list-style-type: none"> <li>the arithmetic mean resulting from the calculation of the award classification is reduced by 5 percentage points (this may result in a lower award classification but not a failed award)</li> <li>if the award is not classified, thereby precluding use of the penalty of a lower award classification, conferment of the award is deferred for six months</li> </ul>	<p>As for Stage 1 and:</p> <ul style="list-style-type: none"> <li>the arithmetic mean resulting from the calculation of the award classification is reduced by 5 percentage points (this may result in a lower award classification but not a failed award)</li> <li>if the award is not classified, thereby precluding use of the penalty of a lower award classification, conferment of the award is deferred for six months</li> </ul>	<p>As for Stage 1 and:</p> <ul style="list-style-type: none"> <li>the arithmetic mean resulting from the calculation of the award classification is reduced by 5 percentage points (this may result in a lower award classification but not a failed award)</li> <li>if the award is not classified, thereby precluding use of the penalty of a lower award classification, conferment of the award is deferred for six months</li> </ul>	<p>As for Stage 1 and:</p> <ul style="list-style-type: none"> <li>the arithmetic mean resulting from the calculation of the award classification is reduced by 5 percentage points (this may result in a lower award classification but not a failed award)</li> <li>if the award is not classified, thereby precluding use of the penalty of a lower award classification, conferment of the award is deferred for six months</li> </ul>	As for Stage 1
LEVEL 2 or 3	<p>As for Stage 1 and:</p> <ul style="list-style-type: none"> <li>the arithmetic mean resulting from the calculation of the award classification is reduced by 5 percentage points (this may result in a lower award classification but not a failed award)</li> <li>if the award is not classified, thereby precluding use of the penalty of a lower award classification, conferment of the award is deferred for six months</li> </ul>	<p>As for Stage 1 and:</p> <ul style="list-style-type: none"> <li>the arithmetic mean resulting from the calculation of the award classification is reduced by 5 percentage points (this may result in a lower award classification but not a failed award)</li> <li>if the award is not classified, thereby precluding use of the penalty of a lower award classification, conferment of the award is deferred for six months</li> </ul>	<p>As for Stage 1 except that the arithmetic mean resulting from the calculation of the award classification is reduced by 10 percentage points (this may result in a lower award classification but not a failed award)</p>	<p>As for Stage 1 except that the arithmetic mean resulting from the calculation of the award classification is reduced by 10 percentage points (this may result in a lower award classification but not a failed award)</p>	As for Stage 1
LEVEL 4	<p>As for Stage 1 except that the arithmetic mean resulting from the calculation of the award classification is reduced by 10 percentage points (this may result in a lower award classification but not a failed award)</p>	<p>As for Stage 1 except that the arithmetic mean resulting from the calculation of the award classification is reduced by 10 percentage points (this may result in a lower award classification but not a failed award)</p>	As for Stage 1	As for Stage 1	As for Stage 1

# INDEX

All entries are referenced by paragraph number

<b>A</b>	
Academic appeals	See under Appeals
Academic failure (specific examples)	8.2-8.9; 8.19
Academic Regulations Subcommittee	9.16; 9.22; 9.27; 9.44; 10.3; 10.5; 10.13; 10.19; 10.23-10.24; 10.37; 10.40; 10.44- 10.47
Access Certificate	8.20; 8.23; 8.51; 8.54
Accreditation of prior learning	8.12-8.14
Admission with credit (APCL/APEL)	8.12-8.14
Aegrotat module/awards	6.38; 8.52-8.55
Algorithms for determining award classification	8.12-8.14(APCL); 8.21-8.51
Anglia Ruskin Awards Board	6.9; 7.2-7.5; 7.28-7.33; 9.5; 9.21; 9.41-9.42; 9.47-9.48; 9.50; 10.4
Anglia Ruskin Mitigation Panel	6.95-6.98; 7.13-7.18
Appeals (academic appeals):	9.1-9.53
Appeals Panel	
• powers	9.41-9.44
• procedures	9.29-9.30
• role and membership	9.26-9.28
arising from a hearing	9.45-9.51
further appeal to Board of Governors	9.48-9.51
grounds for an appeal	9.4-9.5; 9.45-9.47
hearing: conduct and outcomes	9.31-9.40
illness or other factors	9.41
internal resolution process	9.13; 9.15
investigating an appeal	9.11-9.17
material administrative error or irregularity	9.41
no grounds or grounds of insufficient weight	9.41
Office of the Independent Adjudicator (OIA)	9.52
Preliminary Review Panel	9.18-9.25
• decisions	9.20-9.25
• membership	9.18-9.19

submitting an appeal	9.6-9.10
summary flowchart of appeals process	9.53
<b>Assessment Offences:</b>	10.1-10.53
appeals against outcome of a hearing	10.48-10.50
definitions	10.6-10.10
<ul style="list-style-type: none"> <li>• assessment offence</li> </ul>	10.6-10.8
<ul style="list-style-type: none"> <li>• collusion</li> </ul>	10.10.4-10.10.5
<ul style="list-style-type: none"> <li>• multiple concurrent offences</li> </ul>	10.9
<ul style="list-style-type: none"> <li>• plagiarism</li> </ul>	10.10.1-10.10.3
initial reporting	10.11-10.17
Office of the Independent Adjudicator (OIA)	10.51
penalties	10.41-10.47; 10.52-10.53
<ul style="list-style-type: none"> <li>• discretion</li> </ul>	10.45-10.46
poor academic practice	10.14-10.16
role of the Awards Board	10.4
stage 1 – Faculty investigation	10.18-10.22
stage 2 – Panel hearing	10.23-10.40
<b>Assessment:</b>	6.1-6.129
Awards Board	6.9; 7.2-7.5; 7.28-7.33; 9.5; 9.21; 9.41-9.42; 9.47-9.48; 9.50; 10.4
Anglia Ruskin Mitigation Panel	6.95-6.98; 7.13-7.18
compensation	6.75-6.83
conduct of Anglia Ruskin examinations	6.99-6.129
Departmental Assessment Panels (DAPs)	7.2-7.3; 7.6-7.12
equity and clarity	6.11-6.13
exceeding word limits	6.58-6.60
Faculty Student Review Subcommittees	7.5; 7.19-7.27
individual assessment requirements	6.127-6.129
language of assessment	6.17
late assignments	6.45
long term extensions	6.53-6.57
mitigation	6.84-6.98
module assessment	6.18-6.39
module re-assessment	6.61-6.74
objectivity and independence	6.14-6.16
principles	6.3-6.10
purpose	6.2



	10.19; 10.23; 10.25; 10.29; 10.31; 10.37; 10.45
Discontinuation	7.23 (criteria for re-admission); 6.72; 7.20- 7.21; 8.19
<b>E</b>	
Examination:	
breaches in Academic Regulations	6.124-6.125
conduct	6.99-6.126
general	6.109-6.123
student attendance	6.101-6.108
variations to Academic Regulations	6.126
Exempted credit	6.39
Extensions: Short term:	6.46-6.52
Long term:	6.53-6.57
External Examiners	7.34-7.38
<b>F</b>	
Faculty Student Review Subcommittees	7.19-7.27; 8.17-8.18
Foundation Degree (FdA, FdSc, FdEng)	6.80; 8.32-8.33
Framework award	7.21; 8.4-8.7; 8.9
<b>G</b>	
Graduate Certificate (Grad Cert)	6.80; 8.23; 8.54
Graduate Diploma (Grad Dip)	6.80; 8.23; 8.54
<b>H</b>	
Hearing:	
Academic Appeals	9.25-9.26; 9.29-9.40; 9.44; 9.46
Assessment Offences	10.22-10.41; 10.43; 10.48-10.49; 10.53
Higher National Certificate (HNC)	6.80; 8.28-8.29
Higher National Diploma (HND)	6.80; 8.30-8.31
Honours Degree (BA (Hons), BSc (Hons), BEng (Hons), BOptom (Hons), BOst (Hons), LLB (Hons))	6.80; 8.6-8.7; 8.10-8.11; 8.40-8.41

<b>I</b>	
Independent Adjudicator: office	9.52; 10.51
Integrated taught Masters Degree	See under Masters degree (integrated taught)
Intermediate awards	7.20; 7.22; 7.28; 8.9; 8.18
<b>J</b>	
Joint DAPs	7.12
<b>L</b>	
Late assignments	6.45
<b>M</b>	
Major Project	6.19; 6.22; 6.67; 6.79; 8.6-8.8
Marking	6.12-6.13; 6.15; 6.28-6.30; 10.11
Masters Degree (taught), (MA, MSc, MBA, LLM, MFA, MTL)	8.46-8.49
Masters Degree (integrated taught), (MDes, MEng, MLaw, MOst)	6.76; 6.80; 8.10-8.11; 8.50-8.51
Mitigation	6.84-6.98
Mitigation Panel	6.95-6.98; 7.13-7.18
Module Definition Form (MDF)	6.18; 6.20; 6.24; 6.50; 6.59; 6.77
Module Guide	5.5; 6.30; 6.50
Module re-assessment: number of attempts, form, timing and module result	6.61-6.73
<b>O</b>	
Office of Independent Adjudicator	9.52; 10.51
Ordinary Degree (BA, BSc, BEng, BOptom, BOst, LLB)	6.80; 8.6; 8.38-8.39
<b>P</b>	
Pathway Specification Form (PSF)	6.67; 6.77; 8.53
Placement module	6.18
Placement re-assessment	6.73-6.74

Plagiarism	10.10.1-10.10.3
Poor academic practice	10.14-10.16
Postgraduate Certificate (PG Cert)	8.23
Postgraduate Certificate in Education (PGCE: Level 4)	8.42-8.43
Postgraduate Diploma (PG Dip)	8.44-8.45
Posthumous awards	8.56
Pre-requisite module	8.1
Prior learning (awarded by Anglia Ruskin)	8.13
Prior learning (not awarded by Anglia Ruskin)	8.12
Professional Graduate Certificate in Education (PGCE Level 3)	6.80; 8.36-8.37
Programme Leader	8.14-8.18
<b>Q</b>	
Qualifying mark	6.32-6.33, 6.80
Quorum (for meetings in the assessment cycle)	7.8; 7.16; 7.25; 7.31
<b>R</b>	
Re-admission of discontinued students (to the same pathway)	7.23
Replacement module	6.67(b); 6.70-6.72; 7.20-7.21
Re-taken module (with attendance)	6.67(a); 6.69; 6.71-6.72; 7.20
Rules, Regulations and Procedures for Students	5.1-5.3; 8.2; 9.14; 9.51; 10.50
<b>S</b>	
Semesters	6.38-6.39; 6.52; 6.57; 7.11; 7.20; 8.10-8.11
Senate Codes of Practice	5.4; 6.1; 6.11-6.12; 6.15; 6.28-6.29; 6.100; 6.128; 7.37-7.38
Student Advisers: role and responsibilities	6.47-6.49, 6.53, 6.90, 6.94; 6.102
Student conduct	5.1-5.3
Student conferment of awards	8.20-8.51
Student discontinuation	7.23 (criteria for re-admission); 6.72; 7.20-7.21; 8.19
Student review and continuation	7.19-7.23; 8.1-8.9
Student Handbooks	5.5; 6.29-6.30

Student responsibilities	5.5
Student rights	5.4
<b>T</b>	
Taught Masters Degree (MA, MSc, MBA, LLM, MFA, MTL)	8.46-8.49
Transfer of pathway (student initiated)	7.20 (bullet 7); 7.28; 8.15-8.19
Transferred credit	8.17-8.18
Trimester	6.38-6.39; 6.52; 6.57; 7.11; 7.20; 8.10-8.11
<b>U</b>	
University Certificate (Univ Cert)	8.23; 8.54
University Diploma (Univ Dip)	8.23; 8.54
<b>V</b>	
Visiting Students	6.67-6.72
<b>W</b>	
Word limits	6.58-6.60



Anglia Ruskin  
University

Cambridge & Chelmsford

**Additional copies of the Assessment Regulations  
are available from:**

Director of the Academic Office  
Anglia Ruskin University  
Bishop Hall Lane  
Chelmsford  
CM1 1SQ  
Tel: 0845 196 4931

[www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)