



Anglia Ruskin  
University

# Academic Regulations

Eighth Edition

July 2015



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# **Academic Regulations**

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## INTRODUCTION

### Academic Regulations - Eighth Edition (July 2015)

- (i) This Eighth Edition was approved by the Senate on 17 June 2015. These revisions have emerged for the following reasons:
- as part of Anglia Ruskin's continuing drive to deliver an efficient curriculum;
  - to address certain issues that have arisen during the academic year 2014/15;
  - as part of the annual update to improve clarity and to remove ambiguities and anomalies that have been brought to the attention of the Academic Regulations Subcommittee.
- (ii) The Eighth Edition is approved for implementation from **1<sup>st</sup> July 2015** (except where stated otherwise) and applies to all new learning for all students (new and existing) registered at all delivery points (including delivery by Associate Colleges in the UK and overseas) for all taught courses at all levels of learning, leading to an Anglia Ruskin award.
- (iii) 'New learning' in this context is defined as all modules whose delivery commences on, or after, 1<sup>st</sup> July 2015.

### Summary of Revisions and Amendments in the Eighth Edition (since Seventh Edition, July 2014)

- (iv) Amendments throughout the Academic Regulations to reflect the change of *Course Group Leader* to *Deputy Head of Department*.
- (v) Addition of the new postgraduate award of 'Master of Architecture' (MArch) and associated amendments to facilitate the award's introduction (Regulations 2.1.2, 2.71, 2.71.12, 8.68 and 8.69).
- (vi) Amendment to the total credit volume for the award of Postgraduate Certificate in Education (PGCE) at level 7 from 120 credits to 60 credits (Regulation 2.42). As a consequence, the following amendments have also been made:
- Regulation 3.37 and Appendix 2 have been amended to revise the minimum and maximum periods of registration for courses leading to the PGCE (level 7) award to reflect the revised credit volume of the award;
  - Regulation 2.68.4 has been amended to state that the PGCE (level 7) award is not classified (in accordance with Regulation 8.45). The associated regulations governing classification algorithm for the PGCE (level 7) award in Section 8 have been deleted;
  - Regulation 2.68.5 has been amended to state that there are no intermediate awards available to courses leading to a PGCE (level 7) award.
- (vii) Deletion from Section 3 of the regulation:

*"All students are required to take at least one 30 credit module (or at least one module of a higher credit value) within each level of learning for an undergraduate or postgraduate course. This principle applies to undergraduate levels 4-6 and to postgraduate level 7 taken as a whole. At undergraduate level 6 and postgraduate level 7 this principle is met through the requirement to include within the level a Major Project of at least 30 credits. Within postgraduate level 7 the PG Cert/PG Dip stage(s) may consist exclusively of 15 credit modules, provided the Masters stage contains at least one 30 credit module."*

(Regulation 3.13, Seventh Edition, July 2014)

Consequently, during course design processes (including curriculum revisions), it is no longer a requirement to include at least one 30 (or higher) credit module within each level of learning for an undergraduate or postgraduate course.

Please note that this regulatory change is not automatically applied; Course Specification Forms (CSFs) have to be amended through the Course (Re)Approval and/or the Curriculum Revisions processes accordingly. Course structures stipulated in current CSFs therefore remain valid unless amended through the appropriate processes. Students are required to satisfy the requirements of the CSF and, therefore, study any 30 (or higher) credit modules that are specified on the CSF in order to be eligible for the associated award.

- (viii) Deletion of the requirement for a course leading to an undergraduate award to include a Major Project module as a required feature (Regulation 3.17). Therefore, undergraduate courses can either: (a) not include a Major Project module or (b) include a Major Project module as a compulsory or optional module.

Please note that this regulatory change is not automatically applied; CSFs have to be amended through the Course (Re)Approval and/or the Curriculum Revisions processes accordingly. Course structures stipulated in current CSFs therefore remain valid unless amended through the appropriate processes. Students are required to satisfy the requirements of the CSF and, therefore, take the modules that are specified on the CSF, which may include a Major Project module, in order to be eligible for the associated award.

- (ix) Amendments to the Regulations governing the admission of a minor to Anglia Ruskin University (Regulation 4.2).

- (x) Amendments to the tariffs defining the minimum and maximum volume of module assessment in relation to credit volume (Regulation 6.25).

Please note that this regulatory change is not automatically applied. The revised regulation, which provides more flexibility for assessment volume at modular level, can be applied through the Course (Re)Approval and/or the Curriculum Revisions processes. Assessment volumes stipulated in current Module Definitions Forms (MDFs) therefore remain valid unless amended through the appropriate processes.

- (xi) Amendments to the regulations governing referencing and the list of items that are excluded when determining the words which contribute to word count for pieces of students' assessed work (Regulation 6.67).

- (xii) As a consequence of the amendment in paragraph (viii) above, the amendment of the regulations governing the retaking and replacing of modules to allow undergraduate Major Project modules to be retaken or replaced (Regulations 6.74(a) and 6.77, footnote 42).

- (xiii) Addition of a regulation to stipulate the maximum number of attempts permitted for zero credit rated modules (Regulation 6.81).

- (xiv) As a consequence of the amendment in paragraph (viii) above, the amendment of the regulations governing compensation to allow undergraduate Major Project modules to be compensated (Regulation 6.88, footnote 45).

- (xv) Minor amendment to the criteria for compensation (Regulation 6.90, bullet 2).

- (xvi) Addition of new footnote 47 (Regulation 6.111) to highlight that the submission of a mitigation claim should not be delayed because supporting evidence is not yet available but should be submitted by the deadline with supporting evidence listed to follow. This simply reiterates existing Regulation 6.99 within the context of the late mitigation process, highlighting that the absence of supporting evidence leading to the delayed submission of a mitigation claim is therefore not an acceptable reason for the late submission of a mitigation claim.

(xvii) Confirmation that a student submitting a late mitigation claim who has been discontinued by the Awards Board may continue to engage with the course without prejudice, pending the outcome of the mitigation claim (Regulations 6.116 and 6.117).

(xviii) As a consequence of the amendment in paragraph (viii) above, the deletion of regulations from Section 8 relating to the undergraduate Major Project module when considering the eligibility of students for admission to a Framework Award after discontinuation:

*“A student registered for an Honours Degree who is discontinued having failed, after re-assessment, the Major Project, but has otherwise achieved at least 300 credits (including at least 60 credits at level 6) as prescribed in the CSF for the course on which he/she is registered, **cannot** seek admission to a framework award. The student is awarded an Ordinary degree as an intermediate award, as specified in the CSF.”*

(Regulation 8.31, Seventh Edition, July 2014)

*“A student registered for an Honours Degree who is discontinued but has achieved at least 300 credits, including at least 60 credits at level 6, and which includes the credits for the Major Project, is permitted to seek admission to a framework award and counts the credits awarded for the Major Project towards that award.”*

(Regulation 8.32, Seventh Edition, July 2014)

(xix) Addition of the new progression decisions of *Defer*, *Proceed with Deferral* and *Proceed with Referral* to facilitate more detailed statistical analysis of student performance at the end of the Semester 2 assessment period. Please note that these new progression decisions are additional ways of describing student performance and have not introduced any changes to the progression requirements that students are required to satisfy (Regulations 8.13, footnotes 58 and 59 and 8.22, footnotes 62 and 63).

(xx) Addition of a regulation that clarifies the requirement for a student who has been admitted with credit to have studied a minimum of one third of the total credit requirement for an award to be eligible for the award, including any intermediate award that may be conferred (Regulation 8.32).

(xxi) Deletion of the term ‘prima facie’ from Sections 9 (Academic Appeals), 10 (Assessment Offences) and 11 (Results, Conferment, Award Certificates and Transcripts).

(xxii) Addition of a new regulation that states that communication with students during the Academic Appeals process is conducted principally via an appellant’s Anglia Ruskin e-mail account (Regulation 9.4).

(xxiii) Amendment to deadlines used within the Academic Appeals process in order to help ensure alignment with the recommended timescales for academic appeals as published by the Office of the Independent Adjudicator for Higher Education (OIA) in ‘The Good Practice Framework for Handling Complaints and Academic Appeals’ (December 2014) (Regulation 9.28).

(xxiv) Addition of a new regulation that states that communication with students during the Assessment Offences process is conducted principally via a student’s Anglia Ruskin e-mail account (Regulation 10.6). This amendment results in the consequential deletion of the footnotes in previous editions that allowed an additional five working days for communication via postal services with students located outside of the UK.

(xxv) Clarification between a suspected assessment offence which is referred to the Director of Studies for initial investigation and a full allegation which is only put to a student once the Director of Studies is satisfied that an assessment offence has occurred (Regulation 10.17).

- (xxvi) Addition of a regulation which confirms how the number of assessment offences committed by a student is calculated between different registrations on undergraduate and postgraduate courses (Regulation 10.48).
- (xxvii) Minor amendment to change the term *mitigating circumstances* to *extenuating circumstances* in relation to the application of penalties for assessment offences. This terminology change has been made to help avoid confusion with the use of the terms *mitigating circumstances* and *mitigation* as used in the assessment process (Regulation 10.50).

**PAUL BAXTER**  
**Director, Academic Office**

**July 2015**

## SECTION 1

### FOREWORD

#### (A) Introduction

- 1.1 These Academic Regulations were introduced in September 2006 and apply to all taught courses at all levels<sup>1</sup> leading to an Anglia Ruskin award, including courses offered in collaboration with an approved Associate College and BTEC awards conferred under Anglia Ruskin University's Licence Agreement with Pearson Education Ltd (Edexcel). They also apply, where appropriate, to students registered for taught modules for which credit is awarded on successful completion but which by themselves do not lead to an Anglia Ruskin award. Such students are known as Associate Students or Visiting Students (see Regulation 2.29 for a definition of these terms). The Academic Regulations supersede all previous editions of the Curriculum Regulations<sup>2</sup>.
- 1.2 Separate Regulations apply to Anglia Ruskin University's research degrees including professional doctorates, higher doctorates and honorary degrees. The *Research Degrees Regulations* are available at [www.anglia.ac.uk/researchregs](http://www.anglia.ac.uk/researchregs).
- 1.3 Anglia Ruskin University's Academic Regulations are the definitive statement over all other Anglia Ruskin University documents of the regulatory framework for courses leading to an Anglia Ruskin taught award at all levels. They are legally binding. In the unlikely event of any discrepancy between the Academic Regulations and any other Anglia Ruskin publication, the Academic Regulations take precedence and are applied in all cases. They have been approved by the Senate<sup>3</sup> and are reviewed annually by the Senate. This eighth edition of the Academic Regulations was approved by the Senate on 17 June 2015.
- 1.4 All taught courses leading to an Anglia Ruskin award are required to adhere to these Academic Regulations, unless the Senate has agreed otherwise.
- 1.5 Under the provisions of Anglia Ruskin University's Articles of Government, the Senate is responsible for Anglia Ruskin University's academic standards. Throughout these Academic Regulations all references to "Anglia Ruskin University" in the context of setting or maintaining academic standards should be understood to signify the Senate in the exercise of its responsibility for these matters.
- 1.6 The Senate has established an Academic Regulations Subcommittee which, through the Senate's Quality, Enhancement & Standards Committee (QESC), is responsible for the day-to-day operation of the Academic Regulations and rules on issues of interpretation and/or ambiguity that may arise from time to time and between meetings of the Senate. The Subcommittee is responsible for proposing any amendments to the Academic Regulations to the Senate in June of each year.
- 1.7 Anglia Ruskin University's Academic Regulations take full account of the UK Quality Code developed by the QAA to define and maintain academic standards in UK higher education.

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<sup>1</sup> Anglia Ruskin University's awards are conferred at levels 3-7, mapping to levels 3-7 in *Chapter A1: The National Level (section 1)* of the QAA's *UK Quality Code for Higher Education* (December 2011). See Regulations 2.46 - 2.72 for details

<sup>2</sup> Since the introduction of the Academic Regulations in the 2006/07 academic year, a number of transitional arrangements were agreed and published for a variety of reasons. As a general principle, the Academic Regulations applied with effect from September 2006 to all taught courses at all levels leading to an Anglia Ruskin award, unless otherwise stated in any of the published transitional arrangements. In general, these arrangements no longer apply as relevant students have completed their studies. For reference, full details of the published transitional arrangements are available for consultation at [www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)

<sup>3</sup> 12 October 2005, 8 February 2006, 26 April 2006, 14 June 2006, 11 July 2006, 29 November 2006, 7 February 2007, 13 June 2007, 25 June 2008, 25 June 2009, 24 June 2010, 22 June 2011, 25 April 2012, 20 June 2012, 19 June 2013, 26 February 2014, 18 June 2014, 25 February 2015, 22 April 2015 and 17 June 2015

## **(B) Senate Codes of Practice**

- 1.8 These Academic Regulations provide the regulatory framework for setting and maintaining Anglia Ruskin University's academic standards. They are complemented by a series of Senate Codes of Practice through which, in conjunction with other mechanisms, Anglia Ruskin University's academic standards and quality of education are maintained, assured and enhanced.
- 1.9 Each Code of Practice is approved by the Senate for use throughout Anglia Ruskin University and its UK and international Associate Colleges. Throughout these Academic Regulations reference is made to the Senate Codes of Practice, where appropriate.
- 1.10 As at July 2015 the Senate Codes of Practice cover the following quality assurance policies (the date of initial Senate approval is shown in brackets):
- Admissions (24 September 2007);
  - Assessment of Students (15 June 2005);
  - Collaborative Provision (13 June 2007);
  - Curriculum Approval and Review (18 June 2003);
  - External Examiners for Taught Courses (11 January 2003);
  - Research Degrees (12 October 2005);
  - Work-Based and Placement Learning (20 November 2008).

## **(C) Website**

- 1.11 These Academic Regulations and Senate Codes of Practice are available electronically on the following websites:

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

Senate Codes of Practice: ***[www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)***

Anglia Ruskin University's key quality assurance policy documents are all available electronically. Details are set out in **Appendix 1** to these Academic Regulations.

## SECTION 2

### ANGLIA RUSKIN UNIVERSITY AWARDS

#### (A) List of Anglia Ruskin Awards

2.1 Anglia Ruskin University confers the following awards:

##### 2.1.1 Undergraduate

- Bachelors Degree with Honours, using only the following designations: BA (Hons), BSc (Hons), BEng (Hons), BOptom (Hons), BOst (Hons), LLB (Hons)
- Bachelors Degree without Honours (Ordinary Degree), using only the following designations: BA, BSc, BEng, BOptom, LLB
- Foundation Degree, using only the following designations: FdA, FdSc, FdEng
- Diploma of Higher Education (Dip HE)
- Higher National Diploma (HND)
- Higher National Certificate (HNC)
- Certificate of Higher Education (Cert HE)
- Certificate of Education (Cert Ed)
- Professional Graduate Certificate in Education (PGCE: Level 6)
- Graduate Diploma (Grad Dip)
- Graduate Certificate (Grad Cert)
- University Diploma (Univ Dip)
- University Certificate (Univ Cert)
- Access Certificate (Access Cert)

##### 2.1.2 Taught Postgraduate

- Master's Degree, using only the following designations: MA, MSc, MBA, LLM, MOptom, MRes, MFA, MCh, MTL, MArch
- Integrated taught Master's Degree, using only the following designations: MDes, MEng, MLaw, MOst,
- Postgraduate Diploma (PG Dip)
- Postgraduate Certificate (PG Cert)
- Postgraduate Certificate in Education (PGCE: Level 7)

##### 2.1.3 Research Degrees

- Master of Philosophy (MPhil)
- Master of Philosophy by published work (MPhil)
- Doctor of Philosophy (PhD)
- Doctor of Philosophy by published work (PhD)
- Doctor of Business Administration (DBA)
- Doctor of Education (EdD)
- Doctor of Medicine by published work (MD)
- Doctor of Medicine by Research (MD(Res))
- Postgraduate Diploma in Professional Research (PG Dip Prof)
- Professional Masters (MProf)
- Professional Doctorate (DProf)<sup>4</sup>

<sup>4</sup> A full list of approved Professional Doctorate programmes is contained in the *Research Degrees Regulations* at [www.anglia.ac.uk/researchregs](http://www.anglia.ac.uk/researchregs)

#### 2.1.4 Higher Doctorates

- Doctor of Letters (DLitt)
- Doctor of Science (DSc)
- Doctor of Technology (DTech)
- Doctor of Laws (LLD)

#### 2.1.5 Honorary Degrees

- Master of Arts (Hon MA)
- Master of Science (Hon MSc)
- Doctor of Arts (Hon DA)
- Doctor of Letters (Hon D Litt)
- Doctor of Laws (Hon LLD)
- Doctor of Science (Hon DSc)
- Doctor of Business Administration (Hon DBA)
- Doctor of Education (Hon EdD)
- Doctor of Theology (Hon DTh)
- Doctor of Health Sciences (Hon DHSc)
- Doctor of Music (Hon DMus)
- Doctor of Technology (Hon D Tech)
- Honorary Fellowship

### **(B) Definitions**

These Academic Regulations incorporate the following definitions:

#### “Credit”

- 2.2 Credit is an educational currency. It measures the notional learning hours required to undertake a module, based on the ratio of 1 credit to 10 notional learning hours. Successful completion of a module leads to the award of an approved volume of credit at a prescribed level as set out in Regulation 2.26 (these parameters are known as a module’s credit rating). Credits are accumulated as students progress through their period of study. Full-time undergraduate students normally take modules with a total value of 120 credits in one academic year. The volume of credit accumulated by full-time postgraduate students varies in relation to their period of study which may be less than one academic year.

#### “Modules”

- 2.3 A **module** is a discrete body of learning leading to specified learning outcomes which are formally assessed. Student achievement in a module is assessed either by fine grading or on a pass/fail basis. Assessment normally takes place within, or at the end of, the period in which the module is delivered, unless an exception to this principle for a specific module, course or student cohort has been agreed at the approval stage and subsequently by the Senate (or a committee of the Senate acting on its behalf). A module is managed by a **Module Leader** who may be supported by one or more **Module Tutors**.
- 2.4 The academic content, intended learning outcomes and assessment methods for a module are summarised on a **Module Definition Form (MDF)**. MDFs are formally approved during the Course (Re)Approval and/or Curriculum Revisions processes.

- 2.5 All modules are placed into one of the following types (for a description of each type, see the Notes of Guidance on completion of the MDF at [www.anglia.ac.uk/qau](http://www.anglia.ac.uk/qau)):
- standard;
  - placement;
  - theory practice;
  - major project.
- 2.6 A placement module incorporates placement activity e.g. supervised work experience, a sandwich year or a period of language study abroad. A placement module is **either** additional to the normal credit requirement for a course (in which case it is normally not formally assessed) **or** is included within the credit requirement for a course (in which case it is normally a compulsory module). A placement module is **either** assessed according to published assessment criteria (with the student awarded credit at the appropriate level and volume) **or** is not assessed in cases where the module is designed solely to define a volume of placement activity (with the student awarded “P credit” on successful completion of that activity). The credit status and assessment arrangements for a placement module within a particular course are applied equally to all students taking the module.
- 2.7 A module is categorised as either a **compulsory** or **optional module** when it is identified as a constituent module of a particular course (for a definition of these categories see the definition for “course”, Regulations 2.9 and 2.10).
- 2.8 A module may also be placed into one of the following categories:
- a **pre-requisite module** is one which a student must take and pass (or be awarded credit for) before proceeding to another specified module;
  - a **co-requisite module** is one for which a student can enrol only if concurrently enrolled for one or more other specified modules (both/all modules are normally taken at the same time);
  - a **restricted module** is one which for reasons such as law, safety, client protection or professional requirements may be taken only by students registered for a particular course;
  - an **excluded module** is one which may not be taken in combination with one or more other modules.

#### “Courses”

- 2.9 A **course** comprises an approved range of modules designed to prepare students for a named award. A student studying for such an award must be registered for the appropriate course. Each course is assigned an approved **course title** designed to reflect the course’s curriculum content. A course contains a prescribed set of **compulsory** and **optional modules** whose interrelationship is consistent with the design principles set out in the Academic Regulations and is defined on a Course Specification Form. A **compulsory module** is one which a student is required to take and pass (or is awarded credit for) in order to qualify for the named award for which the student is registered. **Optional modules** are those contained within a list of modules from which a student selects and passes (or is awarded credit for) a specified number and at a specified level(s) in order to qualify for the named award and award title. A course is managed by a **Course Leader**. A course is assigned to a single **Course Group** for the purpose of curriculum management and delivery.

- 2.10 The **Course Specification Form** (CSF) contains a definitive statement of the intended learning outcomes (see below for a definition of “learning outcomes”, Regulations 2.25 and 2.35) arising from successful completion of a particular course. The CSF summarises the constituent modules for the course, the learning and teaching methods that enable students to achieve the course learning outcomes, and the assessment methods that enable students to demonstrate their achievement. The CSF is formally approved during the academic approval process and an extract must be published to students in the appropriate Student Handbook.

#### “Course Group”

- 2.11 A **Course Group** is the generic term for a group of educationally-related courses which have been combined to provide an intermediate level of curriculum management. The identification of a named Course Group enables an academic department to manage consistently and efficiently the learning experience of significant numbers of students registered for the constituent courses, some of which may be delivered in a number of locations. Course Groups have a variety of substructures, ranging from clusters of small, normally cognate courses that can sensibly be managed as a single unit, to a single large course with an alternative substructure. A Course Group is managed by a **Deputy Head of Department**.

#### “Awards”

- 2.12 An **award** is the qualification (e.g. BA (Hons), BA, Dip HE, FdA, MSc, PGCE) conferred by Anglia Ruskin University on a student on successful completion of a period of study.
- 2.13 A **named award** is the generic term for a particular award and an approved course title associated with that award (e.g. BSc (Hons) [award] Forensic Science [course title]). Anglia Ruskin University does not confer unnamed awards.
- 2.14 An **integrated taught Master’s degree** (e.g. MDes, MEng, MLaw, MOst) is awarded after full time study equivalent to at least four academic years, of which full time study equivalent to at least one academic year is at level 7 (see also Regulation 2.41). In this way, study at Bachelors level is integrated with study at Master’s level and the course is designed to meet in full the level 6 and level 7 generic learning outcomes set out in Regulations 2.61 and 2.67. Such an award is an integrated 1<sup>st</sup> and 2<sup>nd</sup> cycle award under the Bologna Process. *[N.B. This definition is based on Chapter A1: The National Level (section 1) of the QAA’s UK Quality Code for Higher Education (December 2011)].*
- 2.15 A **framework award** is the generic term for a named award which is available in certain circumstances to students who have failed to satisfy the credit requirements of the course for which they are registered. A framework award may be available at both undergraduate and postgraduate level.
- 2.16 The structure and content of a framework award is designed to ensure that it is available to the widest possible student constituency within the Faculty. In certain Faculties it is appropriate to develop a single framework award (but separate awards at undergraduate and postgraduate level) as the alternative award available to students registered for most courses within the Faculty. In other Faculties it is more appropriate to develop a limited number of framework awards as the alternative award available to students registered for designated courses covering broad subject areas within the Faculty.
- 2.17 Admission of a student to a framework award is formally considered and approved by the Anglia Ruskin Awards Board, on the recommendation of the Faculty Student Review Subcommittee (see Regulations 8.28 - 8.31).

- 2.18 A framework award is **not** available to students who are not registered for a course leading to an Anglia Ruskin award and, for this reason, a framework award is not advertised in the Anglia Ruskin University Prospectus, UCAS documentation or any other external information source. However, applicants for admission with prior learning (APCL/APEL) can be admitted to a framework award when the applicant holds insufficient specific credit for admission to any other Anglia Ruskin course and award.
- 2.19 An **intermediate award** is conferred on a student who, having originally registered for a course leading to a higher award, has not completed that course for whatever reason including:
- academic failure;
  - preclusion from the award for disciplinary or professional reasons;
  - voluntary withdrawal for personal, health or other reasons.
- 2.20 An intermediate award is conferred only if a student has satisfied all the specific credit requirements for a designated stage within a course leading to a named award. An intermediate award bears the title of the original award (unless a professional, statutory or regulatory body (PSRB) requires otherwise).
- 2.21 An Ordinary Degree may be conferred on a student as an intermediate award only if the student has failed, for whatever reason, to complete all the credit requirements for an Honours degree but has otherwise achieved at least 300 credits (including at least 60 credits at level 6) as prescribed in the CSF for a named award.
- 2.22 A student on whom an Anglia Ruskin intermediate award has been conferred may not apply for re-admission to Anglia Ruskin University to gain an Honours degree under the provisions of a framework award (see Regulation 2.15).
- 2.23 A student on whom an intermediate award has been conferred may subsequently apply to register for a course leading to a higher award (which may or may not be the course for which the student originally registered), subject to the following conditions:
- evidence of ability to benefit from the study involved and to contribute to the learning experience of other students;
  - satisfaction of the admissions criteria for the course concerned at the time of re-registration, including an assessment of any proposed admission with prior learning and compliance with the maximum accredited prior learning (APCL) which may be claimed as the basis for such admission under Section 4 of the Academic Regulations;
  - re-registration and payment of the appropriate fee.
- 2.24 A **staged award** is conferred on a student at a defined point within the period of study for a higher award. It is conferred on successful completion of a subset of the specific credit requirements for the higher award on the understanding that the student is immediately proceeding to the higher award without re-registration. Staged awards are conferred only to satisfy a PSRB requirement (documentary evidence of which must be provided when the course is initially approved) and are not awarded in any other circumstances.

#### “Academic Standards”

- 2.25 Anglia Ruskin University uses **learning outcomes** to define academic standards and the level of student achievement. Learning outcomes describe at a threshold level the knowledge, understanding, affective and transferable skills which students are expected to demonstrate on successful completion of a period of learning. Within Anglia Ruskin University’s modular curriculum structure, learning outcomes are expressed for both courses and modules. Student achievement of the learning outcomes for individual modules collectively contributes to student achievement of the learning outcomes of the course for which they are registered.

2.26 **Level** is an indicator of the academic standard at which a module is delivered and assessed. Level is also used to define the academic standard of an Anglia Ruskin award in terms of the knowledge, understanding and skills that an award holder is expected to demonstrate on successful completion of the associated course.

2.27 These Academic Regulations recognise the following five levels within the curriculum<sup>5</sup>:

Level 3: Higher education access level;

Level 4: Equivalent to first year full-time undergraduate standard;

Level 5: Equivalent to second year full-time undergraduate standard;

Level 6: Equivalent to third and final year full-time undergraduate standard;

Level 7: Equivalent to postgraduate taught standard, assuming Honours degree competencies.

#### “Mode of Study”

2.28 Students’ **mode of study** is the basis on which they are registered for a course, namely:

- as a *full time* student registered to complete an award within the minimum period of registration, as prescribed in the Academic Regulations. A full-time undergraduate student normally takes modules with a total value of 120 credits in one academic year (180 credits in an extended academic year for a full-time postgraduate student). In doing so the students normally takes modules totalling 60 credits per semester<sup>6</sup>. With the prior approval of the appropriate Director of Studies, a full-time undergraduate or postgraduate student may take modules totalling 75 credits per semester<sup>7</sup> **solely** and explicitly in order to accommodate re-assessment with attendance or retake or replacement modules for which, in all cases, a student has enrolled under the Regulations governing re-assessment: see Regulations 6.68-6.82 of these Academic Regulations). In exceptional cases (including cases where a student has been admitted to a particular course with prior certificated learning), and with the prior approval of the appropriate Director of Studies, a student may take modules totalling 75 credits per semester for reasons related to the personal circumstances of the student;
- as a *part time* student registered to complete an award within the maximum period of registration, as prescribed in the Academic Regulations. A part-time undergraduate student, takes modules with a total value of up to a maximum of 90 credits in one academic year (up to a maximum of 135 credits in an extended academic year for a part-time postgraduate student). In doing so the student normally takes modules totalling 45 or 60 credits in any one semester.

2.29 With the approval of the Dean of the appropriate Faculty (or nominee), students may register at Anglia Ruskin University to enrol for taught modules for which credit is awarded on successful completion but which by themselves do not lead to an Anglia Ruskin award. Such students are known as Associate Students or Visiting Students for which the following definitions apply:

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<sup>5</sup> Anglia Ruskin’s levels of study map directly to Levels 3-7 in *Chapter A1: The National Level (section 1)* of the QAA’s *UK Quality Code for Higher Education* (December 2011)

<sup>6</sup> Under a trimester delivery pattern a full-time undergraduate student takes modules totalling 120 credits a year with a minimum of 30 and a maximum of 60 credits per trimester

<sup>7</sup> Or modules totalling up to 150 credits a year under a trimester delivery pattern

- an *Associate Student* is a student admitted to Anglia Ruskin University to enrol for one or more taught modules up to and including a credit value of 90 credits, taking all elements of the assessment process for which credit is awarded on successful completion. An Associate Student is a registered student in a named Faculty (but is not registered for an Anglia Ruskin award). Associate Students are subject to Anglia Ruskin University's general entry requirements and are required to demonstrate that they have appropriate academic qualifications and/or experience to undertake the proposed modules. The Faculty is required to provide this evidence to the Admissions Office before enrolment takes place. An Associate Student who has accumulated 90 credits and who wishes to register for a course leading to an Anglia Ruskin award, must satisfy the specific entry requirements for that course and, in doing so, may submit an admission with prior learning application, based on the 90 credits already achieved. The normal processes for admission with prior learning are followed in such circumstances (see Section 4 of the Academic Regulations). The admission of all Associate Students is subject to the approval of the Dean of the appropriate Faculty (or a designated alternate). Also see Regulation 3.39;
- a *Visiting Student* is a student registered for an award at a higher education institution abroad who is admitted to Anglia Ruskin University for a semester, trimester, academic year or any other delivery pattern approved by the Senate to enrol for one or more taught modules, taking all elements of the assessment process for which credit is awarded on successful completion. A Visiting Student is a registered student in a named Faculty (but is not registered for an Anglia Ruskin award). In certain cases Visiting Students are admitted under a formal agreement between Anglia Ruskin University and an international Associate College or under the ERASMUS programme (or a similar programme). The admission of all Visiting Students is subject to the approval of the Dean of the appropriate Faculty (or a designated alternate).

2.30 All Associate Students and Visiting Students have access to the same services and facilities as other students and are governed by appropriate regulations within each Section of these Academic Regulations. Modules available to Associate Students and Visiting Students may be limited in certain circumstances e.g. in the case of Visiting Students by the terms of Anglia Ruskin University's agreement with the international Associate College.

#### "Transfer, Withdrawal and Discontinuation"

- 2.31 The **Transfer** of a student from one course to another is student initiated and is not the result of a decision to discontinue a student from a course. A student may request the transfer from one course to another under Regulations 8.37 - 8.41.
- 2.32 **Withdrawal** from a course is student initiated (and can occur for a variety of reasons) or is the consequence of persistent non-attendance without explanation (ie: a student is deemed by Anglia Ruskin to have withdrawn if there has been poor or no attendance and no communication from the student or a response to attendance monitoring messages). Withdrawal is not an outcome of the assessment process.
- 2.33 **Discontinuation** is a Tier 2 (Awards Board) assessment outcome and is therefore only relevant after academic failure. A student is discontinued when it is no longer possible to continue to study towards the intended award (eg: the student has exhausted all available re-take and/or replacement modules). The consequence of discontinuation may be admission to an alternative course or a Framework Award, the conferment of an intermediate award or termination of the student's registration at Anglia Ruskin University.

#### **(C) General Principles of the Undergraduate and Postgraduate Curriculum**

- 2.34 These general principles reflect Anglia Ruskin University's broad approach to curriculum design and development and inform the detailed design principles which follow (see Section 3 of these Academic Regulations).

## Academic Standards

2.35 Anglia Ruskin's curriculum structure uses learning outcomes to define academic standards and the level of student achievement. Specifically:

- the primary level of student achievement is expressed in terms of intended learning outcomes at **course** level;
- intended learning outcomes at **module** level collectively contribute to student achievement of intended learning outcomes at course level<sup>8</sup>;
- intended learning outcomes at module level define a threshold level of learning which all students who successfully complete the module are expected to demonstrate. Module learning outcomes are developed with reference to Anglia Ruskin University's Level Descriptors (levels 3-7), approved by the Senate (November 2006, updated September 2008 and June 2011). Many students demonstrate learning above the threshold level. Such learning is calibrated in Anglia Ruskin University's generic assessment criteria and marking standards (see the *Senate Code of Practice on the Assessment of Students*) which may be customised by Faculties and/or Departments for modules within a particular subject area.

## An Awards Framework

2.36 Anglia Ruskin's curriculum structure contains an awards hierarchy. Specifically:

- Anglia Ruskin's named awards are based on student achievement of clearly defined credit volumes at prescribed levels;
- attainment of credit which is insufficient to achieve a named award is recognised through provision of an academic transcript summarising a student's achievement in individual modules.

## University-Wide Regulatory Framework

2.37 Anglia Ruskin's curriculum structure ensures the comparability of academic standards across its named awards by applying a single set of Academic Regulations applies to all students registered in all Faculties and at all delivery points.

## Curriculum Structure

2.38 Anglia Ruskin's curriculum structure is modular and requires students to demonstrate their progression through levels of knowledge and understanding. Specifically:

- courses lead to a named award and comprise modules of a standard size or multiples thereof;
- each course has a structured framework which prescribes compulsory and optional modules;
- there are five levels of student learning and achievement in terms of the module (see Regulation 2.27);
- the levels are defined through Anglia Ruskin University's Level Descriptors (levels 3-7);

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<sup>8</sup> A maximum total of four learning outcomes are identified for a 15 credit module and a maximum total of six learning outcomes for modules with a larger credit volume

- academic standards at each level are set and maintained through module-specific assessment criteria, related to module learning outcomes, to determine student achievement.

### Credit Accumulation

2.39 Anglia Ruskin's curriculum structure is based on the accumulation of credit during a student's period of study. Specifically:

- a student who successfully completes a module is awarded a mark of at least 40% and the associated volume and level of credit;
- failure in a module can be retrieved by re-assessment or the retaking or replacement of modules within prescribed limits, as defined in the Academic Regulations and the appropriate CSF (see Section 6 of these Academic Regulations);
- in certain circumstances and within prescribed limits (see Section 6 of these Academic Regulations) compensation is permitted for a failed module within an undergraduate course. Compensation requires evidence of academic strength at a clearly defined level elsewhere within a student's period of study;
- credit volume for a module is based on the notional learning hours required for successful completion of the module, using the ratio 15 credits for 150 notional learning hours;
- the accreditation of prior certificated learning (APCL) and the accreditation of prior experiential learning (APEL) are recognised within prescribed limits, as defined in the Academic Regulations (see Section 4 of these Academic Regulations).

### Transparency and Flexibility

2.40 Anglia Ruskin's curriculum structure is transparent and flexible. It provides opportunities for students to select optional modules from a designated range available within their course, as defined in the Academic Regulations. Specifically:

- Anglia Ruskin University's Anglia Ruskin's Academic Regulations are widely available to all students;
- Anglia Ruskin University and course-specific Student Handbooks provide guidance and advice to students, enabling them to make full use of the positive features of Anglia Ruskin's curriculum structure;
- students are permitted to vary their rate of learning within prescribed limits, as defined in the Academic Regulations;
- students are permitted to change courses and/or modules within prescribed limits, as defined in the Academic Regulations.

### **(D) Curriculum Structure**

2.41 A course must contain a prescribed set of modules to fulfil the credit requirements for an Anglia Ruskin award as detailed in the following table.

2.42 The exceptions detailed in the footnotes to the table below are for consideration and use during the design and developmental stages of a course only. Once a course has been approved, the credit requirements prescribed in the CSF apply in all cases and cannot be altered without further approval.

Award	Total Credit for Award (minimum) <sup>9</sup>	Level 3	Level 4	Level 5	Level 6	Level 7
	(i)	(ii)	(iii)	(iv)	(v)	(vi)
<b>Undergraduate</b> (in level)						
Honours Degree <sup>10</sup>	360 <sup>11</sup>		120	120	120	
Ordinary Degree <sup>10</sup>	300		120	120	60	
Foundation Degree <sup>10</sup>	240		120	120		
Diploma of Higher Education <sup>10</sup>	240		120	120		
Higher National Diploma <sup>10</sup>	240		120	120		
Higher National Certificate <sup>10</sup>	120		90	30		
Certificate of Education <sup>10</sup>	120		60	60		
Certificate of Higher Education	120		120			
Professional Graduate Certificate in Education (PGCE: Level 6)	120				120 <sup>12</sup>	
Graduate Diploma	90-120				90-120	
Graduate Certificate	60-75				60-75	
University Diploma	60-120			60-120		
University Certificate	60-105		60-105			
Access Certificate	60-120	60-120				
<b>Postgraduate</b> (in level)						
Master's Degree (self-standing 2 <sup>nd</sup> cycle award under the Bologna Process)	180					180 <sup>13</sup>
Master's Degree (integrated 1 <sup>st</sup> and 2 <sup>nd</sup> cycle award under the Bologna Process) <sup>10</sup>	480		120	120	120	120
Postgraduate Diploma	120					120 <sup>13</sup>
Postgraduate Certificate	60					60 <sup>13</sup>
Postgraduate Certificate in Education (PGCE: Level 7)	60					60

<sup>9</sup> Exceptions that exceed the total credit limit of all Anglia Ruskin's awards (see column (i) above) may be granted at the academic approval stage, providing the minimum requirements detailed above are still satisfied. Such exceptions are initially highlighted to the relevant Faculty Management Team and CMT at the planning approval stage and are subject to final Senate approval on an individual basis

<sup>10</sup> The normal structure of these awards comprises credits from more than one level. Exceptionally and subject to Senate approval on an individual basis at the academic approval stage, the sub-totals of credit for each level indicated in the above table may be less than stated, with the reduced amount replaced by the same volume of credit from a **higher** level(s) (notwithstanding the other permitted variations detailed below)

<sup>11</sup> An Honours degree can comprise up to 480 credits for the purposes of (i) language courses containing a one year period of study abroad and (ii) courses containing a work placement sandwich year. The additional 120 credits are designated as "P" credits (see Regulation 2.6)

<sup>12</sup> May include up to 45 credits at level 7

<sup>13</sup> May include no more than 30 credits at level 6 within this total

2.43 With certain exceptions, the postgraduate curriculum is structured into Stages corresponding to the following awards:

Stage One Postgraduate Certificate (incorporating the Certificate in Management Studies - CiM)

Stage Two Postgraduate Diploma (incorporating the Diploma in Management Studies - DMS)

Stage Three Master's Degree

2.44 The Postgraduate Certificate in Education (Level 7) is a single stage award.

2.45 Some courses leading to an undergraduate award are approved as **Extended** courses. The CSF for an extended course includes additional modules of up to a maximum of 120 level 3 credits which is studied by students registered for the course in an additional academic year at the beginning of the course prior to the study of level 4 modules.

### **(E) Academic Standard of Anglia Ruskin Awards<sup>14</sup>**

2.46 The academic standard of an Anglia Ruskin award is defined in terms of the knowledge, understanding and skills that an award holder is expected to be able to demonstrate on successful completion of the associated course. Learning outcomes are used to describe appropriate levels of knowledge, understanding and skills for each award.

2.47 The academic standard of an Anglia Ruskin award is also defined through the credit requirements set out in Regulation 2.41. These requirements are expressed in terms of the volume and level of credit which a student must accumulate during their period of study for a particular award.

2.48 Anglia Ruskin University's awards framework has been developed to reflect the expectations of *Chapter A1: The National Level (section 1)* of the QAA's *UK Quality Code for Higher Education* (December 2011) and is reviewed periodically by the Senate to ensure currency with that framework, thereby ensuring that the standards of Anglia Ruskin University's awards are comparable to those conferred by other UK higher education institutions.

#### Awards at Level 3 (access)

2.49 The following generic learning outcomes apply to all awards at level 3:

##### 2.49.1 *Knowledge and Understanding*

- (a) Development of knowledge and understanding (subject specific)
- Knowledge base: the learner has a given factual and theoretical knowledge base regarding the area being studied
  - Ethical issues: the learner is able to relate knowledge to personal beliefs and values

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<sup>14</sup> These Academic Regulations apply only to taught courses leading to an Anglia Ruskin award at levels 3-7. Separate Regulations apply to Anglia Ruskin University's research degrees, including the definition of academic standards for those awards, available at [www.anglia.ac.uk/researchregs](http://www.anglia.ac.uk/researchregs)

## 2.49.2 *Intellectual (thinking), Practical, Affective and Transferable Skills*

### (a) Intellectual skills (generic)

- Analysis: the learner can analyse straightforward data with guidance using given classifications/principles
- Synthesis: the learner can collect and sort ideas and information in a predictable and standard format
- Evaluation: the learner can evaluate data using defined techniques and tutor guidance
- Application: the learner can apply given tools/methods under supervision to well defined problems and identify basic issues

### (b) Practical skills (subject specific)

- Application of skills: the learner can operate in predictable, defined contexts requiring use of a limited range of standard techniques
- Autonomy in skill use: the learner is able to act effectively under guidance or supervision within defined guidelines

### (c) Affective and transferable skills (generic)

- Group working: the learner can work effectively as a member of a team and recognise obligations to others for example, tutors, peers, and colleagues
- Learning resources: the learner can work within a defined context and can use and access a range of learning resources
- Self-evaluation: the learner can identify own strengths and weakness within given criteria
- Management of information: the learner can manage information and collect appropriate data from given sources and undertake simple supervised research tasks
- Autonomy: the learner can engage in self-directed activity with appropriate support
- Communications: the learner can communicate in a format appropriate to the task and report in a clear and concise manner
- Problem solving: the learner can apply given tools/methods under supervision to well defined problems and identify basic issues
- Adaptation to context: the learner undertakes a given and clearly defined role
- Performance: the learner undertakes given performance tasks that may be complex
- Team and organisational working: the learner adapts own behaviour to meet obligations to others
- Ethical awareness and application: the learner has an awareness of the ethical issues in the main areas of study

## 2.50 *Access Certificate (Access Cert)*

2.50.1 A student on whom an Access Certificate is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.49.

2.50.2 The credit requirements for an Access Certificate are defined in Regulation 2.41.

2.50.3 An Access Certificate is not classified.

2.50.4 An Access Certificate has no intermediate awards.

2.50.5 An Access Certificate cannot be conferred as an intermediate award within any other award.

#### Awards at Level 4 (undergraduate)

2.51 The following generic learning outcomes apply to all awards at level 4:

##### 2.51.1 *Knowledge and Understanding*

- (a) Development of knowledge and understanding (subject specific)
- Knowledge base: the learner has a given factual and/or conceptual knowledge base with emphasis on the nature of the field of study and appropriate terminology
  - Ethical issues: the learner can demonstrate awareness of ethical issues in current areas of study and is able to discuss these in relation to personal beliefs and values

##### 2.51.2 *Intellectual (thinking), Practical, Affective and Transferable Skills*

- (a) Intellectual skills (generic)
- Analysis: the learner can analyse with guidance using given classifications/principles
  - Synthesis: the learner can collect and categorise ideas and information in a predictable and standard format
  - Evaluation: the learner can evaluate the reliability of data using defined techniques and/or tutor guidance
  - Application: the learner can apply given tools/methods accurately and carefully to a well-defined problem and begin to appreciate the complexity of the issues
- (b) Practical skills (subject specific)
- Application of skills: the learner can operate in predictable, defined contexts that require use of a specified range of standard techniques
  - Autonomy in skill use: the learner is able to act with limited autonomy, under direction or supervision, within defined guidelines
- (c) Affective and transferable skills (generic)
- Group working: the learner can work effectively with others as a member of a group and meet obligations to others (for example, tutors, peers, and colleagues)
  - Learning resources: the learner can work within an appropriate ethos and can use and access a range of learning resources
  - Self-evaluation: the learner can evaluate own strengths and weakness within criteria largely set by others
  - Management of information: the learner can manage information, collect appropriate data from a range of sources and undertake simple research tasks with external guidance
  - Autonomy: the learner can take responsibility for own learning with appropriate support
  - Communications: the learner can communicate effectively in a format appropriate to the discipline(s) and report practical procedures in a clear and concise manner

- Problem solving: the learner can apply given tools/methods accurately and carefully to a well-defined problem and begins to appreciate the complexity of the issues in the discipline
- Adaptation to context: the learner relates own role to specified and externally defined parameters
- Performance: the learner undertakes performance tasks that may be complex and non-routine engaging in self-reflection
- Team and organisational working: the learner works effectively with others and recognises the factors that affect team performance
- Ethical awareness and application: the learner demonstrates an awareness of ethical issues and is able to discuss these in relation to personal beliefs and values

## 2.52 *University Certificate (Univ Cert)*

2.52.1 A student on whom a University Certificate is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.51.

2.52.2 The credit requirements for a University Certificate are defined in Regulation 2.41.

2.52.3 A University Certificate is not classified.

2.52.4 A University Certificate has no intermediate awards.

2.52.5 A University Certificate cannot be conferred as an intermediate award within any other award.

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

2.53.1 A student on whom a Certificate of Higher Education is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.51.

2.53.2 The credit requirements for a Certificate of Higher Education are defined in Regulation 2.41.

2.53.3 A Certificate of Higher Education is classified as pass, merit or distinction.

2.53.4 A Certificate of Higher Education has no intermediate awards.

2.53.5 A Certificate of Higher Education can be conferred as an intermediate award for successful completion of a designated stage within a Diploma of Higher Education, Foundation Degree, Ordinary Degree, Honours Degree or an Integrated Taught Master's Degree.

## 2.54 *Higher National Certificate (HNC)*

2.54.1 A student on whom a Higher National Certificate is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.51.

2.54.2 The credit requirements for a Higher National Certificate are defined in Regulation 2.41.

2.54.3 The particular focus of a Higher National Certificate is the development of knowledge and skills which are work related and vocationally relevant and which include appropriate employer links.

2.54.4 A Higher National Certificate is classified as pass, merit or distinction.

2.54.5 A Higher National Certificate has no intermediate awards.

2.54.6 A Higher National Certificate can be conferred as an intermediate award for successful completion of a designated stage within a Higher National Diploma.

#### Awards at Level 5 (undergraduate)

2.55 The following generic learning outcomes apply to all awards at level 5:

##### 2.55.1 *Knowledge and Understanding*

- (a) Development of knowledge and understanding (subject specific)
- Knowledge base: the learner has a detailed knowledge of major theories of the discipline(s) and an awareness of a variety of ideas, contexts and frameworks
  - Ethical issues: the learner is aware of the wider social and environmental implications of area(s) of study and is able to debate issues in relation to more general ethical perspectives

##### 2.55.2 *Intellectual (thinking), Practical, Affective and Transferable Skills*

- (a) Intellectual skills (generic)
- Analysis: the learner can analyse a range of information with minimum guidance using given classifications/principles and can compare alternative methods and techniques for obtaining data
  - Synthesis: the learner can reformat a range of ideas and information towards a given purpose
  - Evaluation: the learner can select appropriate techniques of evaluation and can evaluate the relevance and significance of the data collected
  - Application: the learner can identify key elements of problems and choose appropriate methods for their resolution in a considered manner
- (b) Practical skills (subject specific)
- Application of skills: the learner can operate in situations of varying complexity and predictability requiring application of a wide range of techniques
  - Autonomy in skill use: the learner is able to act with increasing autonomy, with reduced need for supervision and direction, within defined guidelines
- (c) Affective and transferable skills (generic)
- Group working: the learner can interact effectively within a team/ learning group, giving and receiving information and ideas and modifying responses where appropriate
  - Learning resources: the learner can manage learning resources for the discipline and can develop working relationships of a professional nature within the discipline(s)
  - Self-evaluation: the learner can evaluate own strengths and weakness, challenge received opinion and develop own criteria and judgement
  - Management of information: the learner can manage information and can select appropriate data from a range of sources and develop appropriate research strategies

- Autonomy: the learner can take responsibility for own learning with minimum direction
- Communications: the learner can communicate effectively in a manner appropriate to the discipline(s) and report practical procedures in a clear and concise manner in a variety of formats
- Problem-solving: the learner can identify key areas of problems and choose appropriate tools/methods for their resolution in a considered manner
- Adaptation to context: the learner identifies external expectations and adapts own performance accordingly
- Performance: the learner undertakes complex and non-routine performance tasks and analyses performance of self and others and suggests improvements
- Team and organisational working: the learner interacts effectively within a team, giving and receiving information and ideas and modifying responses where appropriate. The learner recognises and ameliorates situations likely to lead to conflict
- Ethical awareness and application: the learner is aware of personal responsibility and professional codes of conduct

## 2.56 *Higher National Diploma (HND)*

2.56.1 A student on whom a Higher National Diploma is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.55.

2.56.2 The credit requirements for a Higher National Diploma are defined in Regulation 2.41.

2.56.3 The particular focus of a Higher National Diploma is the development of knowledge and skills which are work related and vocationally relevant and which include appropriate employer links.

2.56.4 A Higher National Diploma is classified as pass, merit or distinction.

2.56.5 The Higher National Certificate is an intermediate award for successful completion of a designated stage within the Higher National Diploma.

2.56.6 A Higher National Diploma cannot be conferred as an intermediate award within any other award.

## 2.57 *University Diploma (Univ Dip)*

2.57.1 A student on whom a University Diploma is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.55.

2.57.2 The credit requirements for a University Diploma are defined in Regulation 2.41.

2.57.3 A University Diploma is not classified.

2.57.4 A University Diploma has no intermediate awards.

2.57.5 A University Diploma cannot be conferred as an intermediate award within any other award.

2.58 *Certificate of Education (Cert Ed)*

- 2.58.1 A student on whom a Certificate of Education is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.55.
- 2.58.2 The credit requirements for a Certificate of Education are defined in Regulation 2.41.
- 2.58.3 The award of a Certificate of Education is reserved for courses whose curriculum is substantially based on the study of education.
- 2.58.4 A Certificate of Education is classified as pass, merit or distinction.
- 2.58.5 A Certificate of Education has no intermediate awards.
- 2.58.6 A Certificate of Education cannot be conferred as an intermediate award within any other award.

2.59 *Diploma of Higher Education (Dip HE)*

- 2.59.1 A student on whom a Diploma of Higher Education is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.55.
- 2.59.2 The credit requirements for a Diploma of Higher Education are defined in Regulation 2.41.
- 2.59.3 A Diploma of Higher Education is classified as pass, merit or distinction.
- 2.59.4 The Certificate of Higher Education is an intermediate award for successful completion of a designated stage within the Diploma of Higher Education.
- 2.59.5 A Diploma of Higher Education can be conferred as an intermediate award for successful completion of a designated stage within an Ordinary Degree, Honours degree or an Integrated Taught Master's Degree.

2.60 *Foundation Degree (FdA, FdSc, FdEng)*

- 2.60.1 A student on whom a Foundation Degree is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.55.
- 2.60.2 The credit requirements for a Foundation Degree are defined in Regulation 2.41.
- 2.60.3 The particular focus of a Foundation Degree is the development of skills and knowledge relevant to the workplace. Its design must be consistent with the core structure and content developed by Anglia Ruskin University for all Anglia Ruskin Foundation Degrees.
- 2.60.4 The award of a Foundation Degree in the Arts (FdA) is reserved for courses whose curriculum is substantially based on business studies, art and design, the arts and humanities and areas of social sciences.
- 2.60.5 The award of a Foundation Degree in the Sciences (FdSc) is reserved for courses whose curriculum is substantially based on science, mathematics, technology and their applications.

- 2.60.6 The award of a Foundation Degree in Engineering (FdEng) is reserved for courses whose curriculum is substantially based on engineering and its applications.
- 2.60.7 A Foundation Degree is classified as pass, merit or distinction.
- 2.60.8 The Certificate of Higher Education is an intermediate award for successful completion of a designated stage within a Foundation Degree.
- 2.60.9 A Foundation Degree cannot be conferred as an intermediate award within any other award.

#### Awards at Level 6 (undergraduate)

2.61 The following generic learning outcomes apply to all awards at level 6:

##### 2.61.1 *Knowledge and Understanding*

(a) Development of knowledge and understanding (subject specific)

- Knowledge base: the learner has a comprehensive/detailed knowledge of a major discipline(s) with areas of specialisation in depth and an awareness of the provisional nature of knowledge
- Ethical issues: the learner is aware of personal responsibility and professional codes of conduct, where applicable, and can incorporate a critical ethical dimension into the learner's work
- Sustainability: the learner has the awareness and ability to apply their knowledge and understanding and work with others to take action which promotes the principles of sustainability

##### 2.61.2 *Intellectual (thinking), Practical, Affective and Transferable Skills*

(a) Intellectual skills (generic)

- Analysis: the learner can analyse new and/or abstract data and situations without guidance, using a range of techniques appropriate to the subject
- Synthesis: with minimum guidance the learner can transform abstract data and concepts towards a given purpose and can design novel solutions
- Evaluation: the learner can critically evaluate evidence to support conclusions/recommendations, reviewing its reliability, validity and significance and can investigate contradictory information/ identify reasons for contradictions
- Application: the learner is confident and flexible in identifying and defining complex problems and can apply appropriate knowledge and skills to their solution

(b) Practical skills (subject specific)

- Application of skills: the learner can operate in complex and unpredictable contexts, requiring selection and application from a wide range of innovative or standard techniques
- Autonomy in skill use: the learner is able to act autonomously, with minimal supervision or direction, within agreed guidelines

(c) Affective and transferable skills (generic)

- Group working: the learner can interact effectively within a team/ learning/professional group, recognise, support or be proactive in leadership, negotiate in a professional context and manage conflict
- Learning resources: with minimum guidance the learner can manage own learning using full range of resources for the discipline(s) and can work professionally within the discipline
- Self-evaluation: the learner is confident in application of own criteria of judgement and can challenge received opinion and reflect on action and can seek and make use of feedback
- Information management: the learner can select and manage information, competently undertake reasonably straightforward research tasks with minimum guidance
- Autonomy: the learner can take responsibility for own work and can criticise it
- Communications: the learner can engage effectively in debate in a professional manner and produce detailed and coherent project reports
- Problem solving: the learner is confident and flexible in identifying and defining complex problems and the application of appropriate knowledge, tools/methods to their solution
- Adaptation to context: the learner locates his/her own role within poorly defined and/or flexible contexts requiring a level of autonomy
- Performance: the learner seeks and applies new techniques and processes to his/her own performance and identifies how these might be evaluated
- Team and organisational working: the learner works effectively within a team, supports or is proactive in leadership, negotiates in a professional context and manages conflict. The learner proactively seeks to resolve conflict
- Ethical awareness and application: the learner is aware of personal responsibility and professional codes of conduct and incorporates this into their practice
- Sustainability: the learner has developed the attitudes and skills to make informed decisions that reflect care, concern and responsibility for themselves, for others and the environment, now and in the future

2.62 *Graduate Certificate (Grad Cert)*

- 2.62.1 A student on whom a Graduate Certificate is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.61.
- 2.62.2 The credit requirements for a Graduate Certificate are defined in Regulation 2.41.
- 2.62.3 A Graduate Certificate is not classified.
- 2.62.4 A Graduate Certificate has no intermediate awards.
- 2.62.5 A Graduate Certificate can be conferred as an intermediate award for successful completion of a designated stage within a Graduate Diploma.

2.63 *Graduate Diploma (Grad Dip)*

- 2.63.1 A student on whom a Graduate Diploma is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.61.

- 2.63.2 The credit requirements for a Graduate Diploma are defined in Regulation 2.41.
- 2.63.3 A Graduate Diploma is not classified.
- 2.63.4 The Graduate Certificate is an intermediate award for successful completion of a designated stage within a Graduate Diploma.
- 2.63.5 A Graduate Diploma cannot be conferred as an intermediate award within any other award.

2.64 *Professional Graduate Certificate in Education (PGCE: Level 6)*

- 2.64.1 A student on whom a Professional Graduate Certificate in Education is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.61.
- 2.64.2 The credit requirements for a Professional Graduate Certificate in Education are defined in Regulation 2.41.
- 2.64.3 The award of a Professional Graduate Certificate in Education is reserved for courses whose curriculum is substantially based on education studies and leads to recognition by the relevant professional, statutory and regulatory body.
- 2.64.4 A Professional Graduate Certificate in Education is classified as pass, merit or distinction.
- 2.64.5 A Professional Graduate Certificate in Education has no intermediate awards.
- 2.64.6 A Professional Graduate Certificate in Education cannot be conferred as an intermediate award within any other award.

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

- 2.65.1 A student on whom an Ordinary Degree is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.61.
- 2.65.2 The credit requirements for an Ordinary Degree are defined in Regulation 2.41.
- 2.65.3 The award of a Bachelor of Arts (BA) is reserved for courses whose curriculum is substantially based on business studies, art and design, the arts and humanities and areas of social sciences.
- 2.65.4 The award of a Bachelor of Science (BSc) is reserved for courses whose curriculum is substantially based on science, mathematics, technology, certain areas of business and management and their applications.
- 2.65.5 The award of a Bachelor of Laws (LLB) is reserved for courses whose curriculum is the specialised study of law.
- 2.65.6 The award of a Bachelor of Optometry (BOptom) is reserved for courses whose curriculum is the specialised study of optometry and leads to recognition by the relevant professional, statutory and regulatory body.
- 2.65.7 The award of a Bachelor of Engineering (BEng) is reserved for courses whose curriculum is substantially based on engineering and its application.
- 2.65.8 An Ordinary Degree is classified as pass, merit or distinction.

- 2.65.9 The Certificate of Higher Education and Diploma of Higher Education are intermediate awards for successful completion of designated stages within an Ordinary Degree.
- 2.65.10 An Ordinary Degree can be conferred as an intermediate award for successful completion of a designated stage within an Honours Degree and an Integrated Taught Master's Degree.
- 2.66 *Honours Degree (BA (Hons), BSc (Hons), LLB (Hons), BOptom (Hons), BOst (Hons), BEng (Hons))*
- 2.66.1 A student on whom an Honours Degree is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.61.
- 2.66.2 The credit requirements for an Honours Degree are defined in Regulation 2.41.
- 2.66.3 The award of a Bachelor of Arts with Honours (BA (Hons)) is reserved for courses whose curriculum is substantially based on business studies, art and design, the arts and humanities and areas of social sciences.
- 2.66.4 The award of a Bachelor of Science with Honours (BSc (Hons)) is reserved for courses whose curriculum is substantially based on science, mathematics, technology, certain areas of business and management and their applications.
- 2.66.5 The award of a Bachelor of Laws with Honours (LLB (Hons)) is reserved for courses whose curriculum is the specialised study of law.
- 2.66.6 The award of a Bachelor of Optometry with Honours (BOptom (Hons)) is reserved for courses whose curriculum is the specialised study of optometry and leads to recognition by the relevant professional, statutory and regulatory body.
- 2.66.7 The award of a Bachelor of Osteopathy with Honours (BOst (Hons)) is reserved for courses whose curriculum is the specialised study of osteopathy and leads to recognition by the relevant professional, statutory and regulatory body.
- 2.66.8 The award of a Bachelor of Engineering with Honours (BEng (Hons)) is reserved for courses whose curriculum is substantially based on engineering and its application.
- 2.66.9 An Honours Degree is classified as first, upper second, lower second or third class honours.
- 2.66.10 The Certificate of Higher Education, Diploma of Higher Education and an Ordinary Degree are intermediate awards for successful completion of designated stages within an Honours Degree.
- 2.66.11 An Honours Degree can be conferred as an intermediate award for successful completion of a designated stage within an Integrated Taught Master's Degree.

#### Awards at Level 7 (postgraduate)

- 2.67 The following generic learning outcomes apply to all awards at level 7:

### 2.67.1 *Knowledge and Understanding*

- (a) Development of knowledge and understanding (subject specific)
- Knowledge base: the learner has depth and systematic understanding of knowledge in specialised/applied areas and across areas and can work with theoretical/research-based knowledge at the forefront of their academic discipline
  - Ethical issues: the learner has the awareness and ability to manage the implications of ethical dilemmas and work proactively with others to formulate solutions
  - Sustainability: the learner has the awareness and ability to apply critically their knowledge and understanding and work with others to take proactive action which promotes the principles of sustainability
  - Disciplinary methodologies: the learner has a comprehensive understanding of techniques/methodologies applicable to their own work (theory or research-based)

### 2.67.2 *Intellectual (thinking), Practical, Affective and Transferable Skills*

- (a) Intellectual skills (generic)
- Analysis: the learner with critical awareness can undertake analysis of complex, incomplete or contradictory areas of knowledge communicating the outcome effectively
  - Synthesis: the learner with critical awareness, can synthesise information in a manner that may be innovative, utilising knowledge or processes from the forefront of their discipline/practice
  - Evaluation: the learner has a level of conceptual understanding that will allow her/him critically to evaluate research, advanced scholarship and methodologies and argue alternative approaches
  - Application: the learner can demonstrate initiative and originality in problem solving and can act autonomously in planning and implementing tasks at a professional or equivalent level, making decisions in complex and unpredictable situations
- (b) Practical skills (subject specific)
- Application of skills: the learner can operate in complex and unpredictable, possibly specialised contexts, and has an overview of the issues governing good practice
  - Autonomy in skill use: the learner is able to exercise initiative and personal responsibility in professional practice
  - Technical expertise: the learner has technical expertise, performs smoothly with precision and effectiveness and can adapt skills and design or develop new skills or procedures for new situations
- (c) Affective and transferable skills (generic)
- Group working: the learner can work effectively with a group as leader or member. Can clarify task and make appropriate use of the capacities of group members and is able to negotiate and handle conflict with confidence
  - Learning resources: the learner is able to use full range of learning resources
  - Self-evaluation: the learner is reflective on own and others' functioning in order to improve practice

- Management of information: the learner can competently undertake research tasks with minimum guidance
- Autonomy: the learner is independent and self-critical learner, guiding the learning of others and managing own requirements for continuing professional development
- Communications: the learner can engage confidently in academic and professional communication with others, reporting on action clearly, autonomously and competently
- Problem solving: the learner has independent learning ability required for continuing professional study, making professional use of others where appropriate
- Adaptation to context: the learner autonomously adapts performance to multiple contexts
- Performance: the learner autonomously implements and evaluates improvements to performance drawing on innovative or sectorial best practice
- Team and organisational working: the learner works effectively with multiple teams as leader or member, clarifies and makes appropriate use of the capacities of team members resolving likely conflict situations before they arise
- Ethical awareness and application: the learner incorporates a critical dimension to their practice, managing the implications of ethical dilemmas and works proactively with others to formulate solutions
- Sustainability: the learner has developed the attitudes and skills and is able to apply their knowledge to make informed decisions and take actions that reflect care, concern and responsibility for themselves, for others and the environment, now and in the future

#### 2.68 *Postgraduate Certificate in Education (PGCE: Level 7)*

- 2.68.1 A student on whom a Postgraduate Certificate in Education is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.67.
- 2.68.2 The credit requirements for a Postgraduate Certificate in Education are defined in Regulation 2.41.
- 2.68.3 The award of Postgraduate Certificate in Education is reserved for courses whose curriculum is substantially based on education studies and includes the confirmation of Qualified Teacher Status (QTS) by the relevant PSRB.
- 2.68.4 A Postgraduate Certificate in Education is not classified.
- 2.68.5 A Postgraduate Certificate in Education has no intermediate awards.
- 2.68.6 A Postgraduate Certificate in Education cannot be conferred as an intermediate award within any other award.

#### 2.69 *Postgraduate Certificate (PG Cert)*

- 2.69.1 A student on whom a Postgraduate Certificate is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.67.
- 2.69.2 The credit requirements for a Postgraduate Certificate are defined in Regulation 2.41.
- 2.69.3 A Postgraduate Certificate is not classified.

- 2.69.4 A Postgraduate Certificate has no intermediate awards.
- 2.69.5 A Postgraduate Certificate can be conferred as an intermediate award for successful completion of a designated stage within a Postgraduate Certificate in Education, Postgraduate Diploma or Master's Degree.

2.70 *Postgraduate Diploma (PG Dip)*

- 2.70.1 A student on whom a Postgraduate Diploma is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.67.
- 2.70.2 The credit requirements for a Postgraduate Diploma are defined in Regulation 2.41.
- 2.70.3 A Postgraduate Diploma is classified as pass, merit or distinction.
- 2.70.4 The Postgraduate Certificate is an intermediate award for successful completion of a designated stage within a Postgraduate Diploma.
- 2.70.5 A Postgraduate Diploma can be conferred as an intermediate award for successful completion of a designated stage within a Master's Degree.

2.71 *Taught Master's Degree (MA, MSc, MBA, LLM, MOptom, MRes, MFA, MCh, MTL, MArch)*

- 2.71.1 A student on whom a taught Master's Degree is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.67. Although such students are expected to demonstrate each of the generic learning outcomes, certain Masters degrees may focus on particular aspects and may require students to demonstrate specific levels of knowledge, understanding and/or skills within the generic learning outcomes.
- 2.71.2 The credit requirements for a taught Master's Degree are defined in Regulation 2.41.
- 2.71.3 The award of a Master of Arts (MA) is reserved for courses whose curriculum is substantially based in art and design, the arts and humanities and areas of social sciences.
- 2.71.4 The award of a Master of Science (MSc) is reserved for courses whose curriculum is substantially based on science, mathematics, technology, certain areas of business and management and their applications.
- 2.71.5 The award of a Master of Business Administration (MBA) is reserved for courses whose curriculum is substantially based on business and/or management studies. The award is professional and practice related in character and, therefore, students are normally expected to have appropriate work experience prior to commencing their studies.
- 2.71.6 The award of a Master of Laws (LLM) is reserved for courses whose curriculum is the specialised study of law.
- 2.71.7 The award of a Master of Optometry (MOptom) is reserved for courses whose curriculum is the specialised study of optometry.
- 2.71.8 The award of a Master of Research (MRes) is reserved for courses whose curriculum is the specialised study of research methodology.

- 2.71.9 The award of a Master of Fine Art (MFA) is reserved for courses whose curriculum is the specialised study of fine art.
- 2.71.10 The award of a Master of Surgery (MCh) is reserved for courses whose curriculum is the specialised study of surgery.
- 2.71.11 The award of Master of Teaching and Learning (MTL) is reserved for courses in the Faculty of Health, Social Care & Education whose curriculum follows the syllabus prescribed by the relevant PSRB.
- 2.71.12 The award of Master of Architecture (MArch) is reserved for courses whose curriculum is the specialised study of architecture.
- 2.71.13 A taught Master's Degree is classified as pass, merit or distinction.
- 2.71.14 The Postgraduate Certificate and Postgraduate Diploma are intermediate awards for successful completion of a designated stage within a taught Master's Degree.
- 2.71.15 A taught Master's Degree cannot be conferred as an intermediate award within any other award.

**2.72 *Integrated Taught Master's Degree (MDes, MEng, MLaw, MOst)***

- 2.72.1 A student on whom an integrated taught Master's Degree is conferred is expected to be able to demonstrate achievement of learning outcomes that reflect those listed in Regulation 2.67. Although such students are expected to demonstrate each of the generic learning outcomes, certain Masters degrees may focus on particular aspects and may require students to demonstrate specific levels of knowledge, understanding and/or skills within the generic learning outcomes.
- 2.72.2 The credit requirements for an Integrated Taught Master's Degree are defined in Regulation 2.41.
- 2.72.3 The award of a Master of Design (MDes) is reserved for courses whose curriculum is the specialised study of design.
- 2.72.4 The award of a Master of Engineering (MEng) is reserved for courses whose curriculum is the specialised study of engineering and its applications and leads to recognition by the relevant professional, statutory and regulatory body.
- 2.72.5 The award of a Master of Law (MLaw) is reserved for courses whose curriculum is the specialised study of law and legal practice and leads to recognition by the relevant professional, statutory and regulatory body.
- 2.72.6 The award of a Master of Osteopathy (MOst) is reserved for courses whose curriculum is the specialised study of osteopathy and leads to recognition by the relevant professional, statutory and regulatory body.
- 2.72.7 The Certificate of Higher Education, Diploma of Higher Education, an Ordinary Degree and an Honours Degree are intermediate awards for successful completion of designated stages within an Integrated Taught Master's Degree.
- 2.72.8 An Integrated Taught Master's Degree cannot be conferred as an intermediate award within any other award.



## SECTION 3

### CURRICULUM STRUCTURES AND DURATION OF STUDY

#### (A) Design Principles for the Undergraduate and Postgraduate Curriculum

- 3.1 These design principles are the primary reference points for the development of the curriculum at all levels.
- 3.2 All taught courses are delivered and assessed in English except those involving the study of a modern foreign language and others specifically approved by the Senate on an exceptional basis (see Regulation 6.19 below).

#### Curriculum Structure

- 3.3 Faculties are responsible for prescribing the modular content for all courses. Compulsory and optional modules are identified for the total credit value of each award to which courses lead (as detailed in Regulation 2.41, column 2).
- 3.4 The structure of a course ensures an equal balance in volume of credit to be studied in each teaching period in an academic year, for example:
- 120 credits per year, full-time Semester-based delivery: 60 credits per Semester;
  - 120 credits per year, full-time Trimester-based delivery: 45 credits in two Trimesters and 30 credits in a third Trimester;
  - 180 credits per year, full-time Trimester-based delivery: 60 credits per Trimester;
  - 90 credits per year, part-time Semester-based delivery: 45 credits per Semester;
  - 75 credits per year, part-time Semester-based delivery: 45 credits in Semester 1 and 30 credits in Semester 2 or vice-versa;
  - 60 credits per year, part-time Semester-based delivery: 30 credits per Semester.
- 3.5 The curriculum in level 4 (all teaching periods) for all undergraduate courses comprises a prescribed set of modules, **with no choice** except where:
- (a) provision is made in the approved CSF for students to take an English Language module or a module from the Anglia Language Programme (see Regulations 3.19 – 3.20 below). Such provision may be made EITHER in the first teaching period OR in the first **and** second teaching period;
- (b) choice is restricted to modules delivered by a single Department (normally the Department responsible for delivery of the course) and does not occur in the first teaching period of level 4 (except with the prior approval of the Senate at the academic approval stage [*NB Such cases are considered as highly exceptional*]).
- 3.6 Thereafter the principle of module choice is maintained through the availability of optional modules within a course from which students make a selection based on their academic and professional interests and learning needs. The principle of module choice is subject to the following constraints for undergraduate courses leading to the awards of Cert HE, HNC, HND, Dip HE, Foundation Degree, Ordinary Degree and Honours Degree:

#### Compulsory modules (minimum)

Level 4	90 credits
Level 5	75 credits
Level 6	60 credits

#### Optional modules (maximum)

30 credits <sup>15</sup>
45 credits
60 credits

<sup>15</sup> These 30 credits of optional modules in level 4 must satisfy the exceptional circumstances set out under Regulation 3.5 above

- 3.7 Teaching teams within Faculties are responsible for identifying pre/co-requisite modules and these are listed on the MDF.
- 3.8 Where module choice exists students are required to make their selection, in accordance with the course structure as articulated in the CSF, by no later than the Friday of teaching week 8 of the preceding teaching period in accordance with module enrolment procedures published by the Academic Office. Different arrangements apply in cases where module choice is exceptionally available in the first teaching period of level 4, under Regulation 3.5(b) above.
- 3.9 A student who exceptionally wishes to choose particular optional modules that lead to a module selection that does not accord with the course structure as articulated in the CSF<sup>16</sup> is required to secure the explicit approval of the relevant Director of Studies. He/she makes a judgement, based on the student's academic record, about the student's likelihood to succeed, particularly in relation to the teaching period in which a higher volume of credit of study than the course structure specifies is being proposed.
- 3.10 Anglia Ruskin University reserves the right to enrol students for an appropriate module(s) if they do not complete their module selection by the published deadline.
- 3.11 Once module delivery has commenced students are **not** permitted to change their module selection after the Friday of teaching week 1 of the teaching period, except in circumstances deemed by the Director of Studies to be exceptional. Anglia Ruskin University makes no commitment to revise the teaching timetable to accommodate such changes in module selection, whatever the circumstances for those changes may be. *[NB: If a module is first delivered on the Friday of teaching week 1, students enrolled for that module are permitted to withdraw from that module and to enrol for an alternative module on the Monday of teaching week 2, if they so wish]*
- 3.12 Module delivery is governed by the following principles:
- the credit volume of all modules is a multiple of the 15 credit module and the minimum credit volume for a module is 15 credits (zero credit rated modules, usually used to assess competencies skills are also available);
  - the maximum credit volume for a module is 60 credits.
  - a 15 credit module may not be delivered across more than one semester or trimester;
  - modules of 30 or more credits may run across one or two semesters/trimesters but not across levels;
  - 45 and 60 credit modules may be delivered across more than one semester/trimester but not across levels;
- 3.13 On occasion, either in order to accommodate the requirements of a PSRB, or to accommodate the requirements of overseas Associate Colleges operating in an alternative legal constitutional jurisdiction, variations to the standard credit volume for a module are permitted (and multiples thereof). These exceptions are approved at the academic approval stage by the Senate. Such exceptions are initially highlighted to the relevant Faculty Management Team and the Corporate Management Team (CMT) at the Planning Approval stage, highlighting the resource implications to the relevant Faculty and associated Support Services, and are subject to final Senate approval on an individual basis. Any Major Project modules incorporated into the structure of courses delivered in an alternative credit structure must be equal to, or greater than, a credit volume of 30.

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<sup>16</sup> For example, a selection that proposes to study an uneven split of credit across Semesters 1 and 2 such as 45 credits in Semester 1 and 75 credits in Semester 2 instead of 60 credits in each Semester

- 3.14 Accreditation of Prior Certificated Learning (APCL) and Accreditation of Prior Experiential Learning (APEL) may be used both for student admission with prior learning to a course and for subsequent exemption from a particular module(s) within the course for which a student is registered. However, prior learning/experiential learning may **not** be double counted. A particular APCL/APEL claim, if approved for admission with prior learning, may not subsequently be used for a different credit-related purpose.

### Part-time Course Delivery Models

- 3.15 Part-time courses are structured so that their delivery accords to one of three models:

- 60 credits per academic year (leading to a typical honours degree duration of 6 years)
- 75 credits per academic year (leading to a typical honours degree duration of 5 years)
- 90 credits per academic year (leading to a typical honours degree duration of 4 years)

**Appendix 3** provides further detail on these structures. On occasion, a course may be formally approved with a course delivery structure which is a hybrid of the above three models (eg: 75 credits in years 1 and 2, 90 credits in year 3 and 60 credits in years 4 and 5). Part-time course structures do not allow students to choose varying volumes of credit from one academic year to the next.

### Curriculum Content

- 3.16 All courses leading to a Taught Master's Degree or Integrated Taught Master's Degree contain a Major Project module.
- 3.17 The inclusion of a Major Project module in courses leading to an undergraduate award (usually the honours degree), either as a compulsory or optional module, is at the discretion of Faculties and as stipulated on the CSF<sup>17</sup>.
- 3.18 The learning for a Major Project module is mainly student managed rather than tutor led (see Regulation 6.5 below). The minimum and maximum credit volumes for a Major Project module are 30 and 60 credits respectively. The structure of each course ensures that the Major Project module is delivered in the final teaching period (Semester or Trimester) of the course or, if taught over a double period, completed in the final teaching period of the course (in accordance with Regulation 3.4 above).
- 3.19 English language modules are available as optional modules within relevant courses, as identified by Faculties, where the need arises from the recruitment and admissions policy (see Regulation 3.5 (a) above).
- 3.20 Modern foreign language modules are available as optional modules within relevant courses, as identified by Faculties, for students who wish to study a modern foreign language (see Regulation 3.5 (a) above).
- 3.21 Students have the opportunity to develop progress files within their formal curriculum and Faculties are required to provide such opportunities.
- 3.22 Students have the opportunity to study abroad:
- either for one teaching period at an approved Associate College;
  - or for up to two teaching periods at an approved Associate College offering franchised delivery of the course for which they are registered.

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<sup>17</sup> From 2015/16, the Major Project is no longer a required feature of courses leading to undergraduate awards

Such students transfer back marks and associated credit in accordance with Grade Transfer Schemes for student exchange programmes (agreed at the relevant approval event) and, where appropriate, the European Credit Transfer System (ECTS).

- 3.23 Students registered on certain courses (including courses involving significant study of modern languages and courses leading to a dual award) are required to study abroad for a prescribed period as an integral part of their studies. The arrangements for the transfer of marks and associated credit for such students are set out in the relevant CSF. The transfer of any marks is subject to Anglia Ruskin University's Credit and Grade Transfer Scheme for student exchange programmes.
- 3.24 Faculty-based, generic Independent Learning Modules (ILMs) are offered by Faculties, as appropriate, with Faculties taking responsibility for all aspects of the delivery of such provision. ILMs are available at levels 4, 5, 6 and 7.
- 3.25 ILMs are not listed on individual CSFs but can be taken by any student on any course at the discretion of the Director of Studies or Deputy Head of Department where it is deemed to be in the best academic interests of the student. ILMs are not offered to students as a generic option as part of the module planning exercise.
- 3.26 A student may be enrolled to take up to a maximum credit volume of 30 credits of ILMs – either a single 30 credit ILM at one level of study or two 15 credit ILMs from two levels of study.

#### Assessment of Students

- 3.27 Assessment policies and procedures are set out in Section 6 of these Academic Regulations and comply with the *Senate Code of Practice on the Assessment of Students* (available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)).

#### **(B) Academic Calendar**

- 3.28 Anglia Ruskin University follows a standard academic calendar for all courses which:
- lead to an Anglia Ruskin award **and**;
  - are delivered at Anglia Ruskin University's main campuses<sup>18</sup>: Cambridge, Chelmsford, and Peterborough **and**;
  - are attendance-based.
- 3.29 The academic calendar comprises:
- an induction period before teaching begins;
  - periods of learning and teaching weeks;
  - assessment periods, including examination periods and designated weeks for marking, Departmental Assessment Panel meetings, Mitigation Panel meetings, Faculty Student Review Subcommittee meetings and Anglia Ruskin Awards Board meetings;
  - appropriate breaks for Christmas and Easter.

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<sup>18</sup> Minor differences to the standard academic calendar relating to the (re)assessment of students have been agreed for Anglia Ruskin London and will continue in the 2015/16 academic year. Anglia Ruskin London will comply with the standard academic calendar from the 2016/17 academic year

- 3.30 Every course, and its constituent modules, is delivered in a standard pattern of learning and teaching periods based on either:
- two periods in the academic year (September-January and January-June) known as Semesters 1 and 2 OR;
  - three periods in a complete 12 month period (September-January, January-June and June-September) known as Trimesters 1, 2 and 3.

Any exceptions to these delivery patterns require approval by the Senate.

- 3.31 Semester 1 and Trimester 1 are identical, run concurrently and comprise 12 weeks of learning and teaching followed by an examination, marking and moderation period.
- 3.32 Semester 2 and Trimester 2 are identical, run concurrently and comprise 12 weeks of learning and teaching followed by an examination, marking and moderation period.
- 3.33 Trimester 3 runs during the Summer Vacation period, comprises ten weeks of learning and teaching (rather than 12) and is followed by an examination, marking and moderation period.
- 3.34 Full-time and part-time students normally commence their period of study in September or January (or June for a Trimester based delivery) and course structures and content reflect these common starting points. After initial registration the pattern of student learning varies, depending on their registration status and pace of learning.
- 3.35 Associate Colleges, whether in the UK or overseas, delivering a curriculum leading to an Anglia Ruskin award are required to adopt an academic calendar which ensures that assessment outcomes are submitted at the appropriate time for consideration by the relevant Departmental Assessment Panel and the Anglia Ruskin Awards Board within Anglia Ruskin University.
- 3.36 The Senate is responsible for approving annually, in the Autumn, the Semester and Trimester academic calendars for the following academic year. These are published at ***[www.anglia.ac.uk/calendar](http://www.anglia.ac.uk/calendar)***.

## (C) Period of Registration

3.37 The minimum and maximum periods of registration for a course leading to an Anglia Ruskin award are detailed below (these include any period(s) of intermission and/or resubmission of assessed work<sup>19</sup>):

Awards	Total credit for award <sup>20</sup>	Minimum period of registration <sup>21</sup>	Minimum period of registration with APCL <sup>21</sup>	Minimum period of registration with APEL <sup>21</sup>	Maximum period of registration <sup>21, 22</sup>
<b>Undergraduate</b>					
Honours Degree <sup>23</sup>	360	3 years <sup>24</sup>	1 year <sup>24</sup>	1 ½ years <sup>24</sup>	9 years <sup>24</sup>
Ordinary Degree	300	2½ years	1 year	1 ½ years	7½ years
Foundation Degree, Diploma of Higher Education, Higher National Diploma	240	2 years	1 year	1 year	6 years
Certificate of Higher Education, Higher National Certificate, Certificate of Education, Professional Graduate Certificate in Education (PGCE: Level 6)	120	1 year	1 semester / trimester	1 semester or 2 trimesters	3 years
Graduate Diploma	90 - 120	1 year	1 semester / trimester	1 semester / trimester	3 years
Graduate Certificate	60 - 75	1 semester or 2 trimesters	1 semester / trimester	1 semester / trimester	2 years
University Diploma	60 - 120	1 semester or 2 trimesters	1 semester / trimester	1 semester / trimester	3 years
University Certificate	60 - 105	1 semester or 2 trimesters	1 semester / trimester	1 semester / trimester	3 years
Access Certificate	60 - 120	1 semester or 2 trimesters	1 semester / trimester	1 semester / trimester	3 years
<b>Postgraduate</b>					
Master's Degree (integrated 1 <sup>st</sup> and 2 <sup>nd</sup> cycle award under the Bologna Process)	480	4 years	1 ½ years	2 years	12 years
Master's Degree (self-standing 2 <sup>nd</sup> cycle award under the Bologna Process)	180	1 year	1 semester or 2 trimesters	1 year or 2 trimesters	5 years
Postgraduate Diploma	120	1 year	1 semester / trimester	1 semester or 2 trimesters	3 years
Postgraduate Certificate, Postgraduate Certificate in Education (PGCE: Level 7)	60	1 semester or 2 trimesters	1 semester / trimester	1 semester / trimester	2 years

<sup>19</sup> The maximum period of registration can be exceptionally extended by the Director of Studies when serious medium to longer term circumstances mean that a student is unable to study for significant periods of time within the period of registration and it, therefore, becomes impossible for a student to complete the course on a full-time basis within the designated period (this provision is not designed to be used to extend the period of registration by an extra semester/trimester or year due to a short-term and temporary illness)

<sup>20</sup> Regulation 2.41 provides for exceptions to these credit volumes in certain circumstances

<sup>21</sup> References to "years" are to an "academic year" commencing in September (or the equivalent period for courses with a start date other than September) and exclude any period of accredited prior certificated learning (APCL) or accredited prior experiential learning (APEL) on which **initial** registration may be based

<sup>22</sup> Details of the maximum periods of registration for students admitted with APCL and/or APEL are contained in **Appendix 2**

<sup>23</sup> The minimum and maximum periods of registration for a 480 credit extended honours degree are 4 and 12 years respectively. Admission with credit to these awards is not available

<sup>24</sup> For Honours degrees comprising 6 trimesters delivered intensively over 24 months the following apply: 24 months (minimum period of registration), 2 trimesters (minimum period of registration with APCL), 12 months (minimum period of registration with APEL), 72 months (maximum period of registration)

- 3.38 The Anglia Ruskin Awards Board confers the highest award for which a student is eligible. In certain circumstances the award may be an intermediate award rather than the award for which a student was originally registered (see Regulation 2.19). Students who fail to complete the award for which they are registered within the maximum period of registration may formally apply for re-admission and re-registration (for which an appropriate registration and tuition fee is charged). The credits previously awarded are considered for the accreditation of prior learning but are not automatically approved for specific credit.
- 3.39 The maximum period of registration for an associate student is three years. The minimum period of registration is a single semester or trimester. These limits apply irrespective of the volume of credit an associate student is studying (15-90 credits).

#### **(D) General Requirements for Students**

3.40 To qualify for the conferment of an Anglia Ruskin award students must:

- satisfy, and provide evidence that they have fulfilled, Anglia Ruskin University's entry requirements in accordance with Section 4 of these Academic Regulations;
- be registered for a course leading to an approved Anglia Ruskin award. A student is not permitted to register concurrently for more than one taught course leading to an Anglia Ruskin award;

**either**

- regularly attend those taught elements as may be prescribed in Student Handbooks and/or Module Guides (for modules delivered by standard delivery methods);

**or**

- fulfil the learning requirements prescribed in Student Handbooks and/or Module Guides (for modules delivered by flexible and distributed learning including e-learning<sup>25</sup>);
- undertake and successfully complete in accordance with Section 6 of these Academic Regulations the assessment and, where applicable, re-assessment processes for the course for which they are registered and its associated modules;
- satisfy the credit requirements of the course for which they are registered in terms of the volume and level of credit, as prescribed in the Academic Regulations;
- have paid the appropriate tuition fees for their studies and met all their financial obligations to Anglia Ruskin University.

#### **(E) Student Registration**

- 3.41 Students must complete Anglia Ruskin University's registration process at the commencement of their period of study and annually thereafter until they are considered by the Anglia Ruskin Awards Board for the highest award for which they are eligible.
- 3.42 At initial registration and at each subsequent registration process students commence a "registration period" which extends for twelve months.

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<sup>25</sup> "Flexible and distributed learning (FDL) denotes educational provision leading to an award, or to specific credit toward an award, of an awarding institution delivered and/or supported and/or assessed through means which generally do not require the student to attend particular classes or events at particular times and particular locations". Extract from Section B10 of the QAA's *UK Quality Code for Higher Education* (December 2011)

## (F) Intermission

- 3.43 Registered students may apply for a period of intermission of up to 12 calendar months during which they may suspend their studies for personal reasons (e.g. health, financial). This period may be extended in exceptional cases (e.g. to cover maternity leave) but only with the prior approval of the appropriate Director of Studies. Students must seek advice and support from their Faculty Student Adviser or Deputy Head of Department (or the equivalent postholder in an Associate College) before any prolonged absence from their studies.
- 3.44 Any period of intermission must have an approved start and an approved return date which, in the latter case, must take full account of the academic coherence and requirements of the course for which the student is registered. The approved start and return dates may not necessarily coincide with the published start date and end date of a semester or trimester.
- 3.45 Any period of intermission must be authorised in writing and in advance by the appropriate Faculty Student Adviser or Deputy Head of Department (or the equivalent postholder in an Associate College). Anglia Ruskin University is unable to guarantee to students that the course for which they originally registered will still be available when they resume their studies.
- 3.46 During an approved period of intermission students remain registered students for their course at Anglia Ruskin University and are entitled to have access to certain Anglia Ruskin facilities and systems. However, since intermitting students are no longer active, they are **not** entitled to certain other benefits or services related to their studies e.g. exemption from council tax.
- 3.47 Intermitting students who do **not** return to re-register for their course within 20 working days after the approved date of return from their period of intermission are discontinued from their course. Discontinuation under these circumstances does not prevent a student from subsequently seeking re-admission to the course at Anglia Ruskin University from which they have been discontinued (see Regulation 4.13).
- 3.48 Students who experience difficulties with their studies due to personal reasons and/or who are considering withdrawing from Anglia Ruskin University should seek the advice of a Faculty Student Adviser or Deputy Head of Department (or the equivalent postholder in an Associate College) about the most appropriate course of action before formally completing Anglia Ruskin University's withdrawal form.

## **SECTION 4**

### **ADMISSIONS**

#### **(A) Principles**

4.1 Anglia Ruskin University has sole discretion to determine:

- the entry criteria for each course which may include criteria defined by a PSRB;
- the admission of an individual applicant to a particular undergraduate or postgraduate course against the entry criteria for that course.

#### **(B) Age of Entrants**

4.2 There is no lower age limit for admission to Anglia Ruskin University. However, the admission of a student who is under 18 years of age when registering for a course is only permitted when the required procedures have been implemented. These include completion of consent forms by the parent/guardian of the student and the appointment of a designated person (usually the personal tutor) to undertake an advisory role for the student; this person will have been vetted by obtaining a satisfactory enhanced level Disclosure and Barring certificate via Anglia Ruskin University.

4.3 Anglia Ruskin University may set a higher minimum age limit for certain courses if required to do so by a PSRB.

4.4 There is no upper age limit for admission to Anglia Ruskin University's undergraduate or postgraduate courses.

#### **(C) General Entry Requirements**

4.5 Anglia Ruskin University sets, makes explicit and publishes the entry requirements for each undergraduate and postgraduate course and the means by which the eligibility of each applicant is assessed.

4.6 These entry requirements include the educational qualifications (including minimum grades to be achieved) and the knowledge and skills required for admission.

4.7 Applicants are admitted to Anglia Ruskin University based on an assessment that:

- they are able to benefit from the study involved;
- they have the capacity to complete the course on which they are registered and to achieve the prescribed standard for the award;
- they satisfy the specific entry requirements for the course.

4.8 This assessment is based on a range of factors including applicants' educational, professional and personal experiences and competencies and their potential contribution to the course. Applicants will also be considered on their ability to be self-organised and to work well independently and with others, their motivation to learn and their demonstration of interest in the subject area.

4.9 The decision to admit an applicant is based solely on an assessment of the merit of each individual case.

- 4.10 Anglia Ruskin University seeks to ensure that all applicants are considered on an equitable basis and that no applicants are considered less favourably due to their nationality, race or ethnicity, gender, marital status, disability, sexuality, political or religious beliefs, criminal record<sup>26</sup> or other unjustifiable grounds.
- 4.11 Applicants admitted to Anglia Ruskin University must provide evidence that they have satisfied the entry requirements and documentary evidence that they have obtained the prescribed educational qualifications, including Anglia Ruskin University's English language requirements if a student's first language is not English (see Regulation 4.23), before registering at Anglia Ruskin University.
- 4.12 Applicants for admission to Anglia Ruskin University must have completed the application process in the period up to and including the Friday of the second teaching/learning week of the first semester or trimester, as appropriate, to the course on which they wish to register. Such applicants must satisfy Regulation 4.11.
- 4.13 A student who has been discontinued from a course by the Anglia Ruskin Awards Board because of academic failure is not permitted to apply for re-admission to the same course 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.

#### **(D) Specific Entry Requirements**

##### Integrated Taught Master's Degree, Honours Degree, Ordinary Degree, Diploma in Higher Education, Certificate in Higher Education, Graduate Diploma and Graduate Certificate

- 4.14 The minimum academic qualifications required for admission to level 4 of Anglia Ruskin University's awards are one of the following:
- a. passes in two subjects at GCE or VCE Advanced level and passes at grade C or above in three other subjects at GCSE level;
  - b. a pass in a VCE Vocational Double Award and passes at grade C or above in three other subjects at GCSE level;
  - c. the following pass grades in a BTEC National qualification:
    - Award (6 units): P or above in two awards;
    - Certificate (12 units): PP or above;
    - Diploma (18 units): PPP or above;
 and in all cases passes at grade C or above in three other subjects at GCSE level;
  - d. passes at grade C or above in four subjects at Scottish Highers;
  - e. passes at grade C or above in two subjects at Scottish Advanced Highers;
  - f. passes at grade C3 or above in four subjects at Higher Level in the Irish Leaving Certificate;
  - g. at least 80 UCAS tariff points in the CACHE level 3 Diploma in Child Care and Education;

<sup>26</sup> See Regulations 4.50-4.61 for details of the process

- h. pass in an Access Course approved by an Authorised Validating Agency or evidence of an equivalent learning achievement approved by the Senate (or a committee of the Senate acting on its behalf);
- i. successful completion of the European or International Baccalaureate;
- j. any other academic qualification or combination of qualifications (including combinations involving GCE or VCE Advanced Subsidiary level and/or Key Skills qualifications) deemed by the Senate (or a committee of the Senate acting on its behalf) to be equivalent in breadth and depth to one of the above. In considering other qualifications the Senate takes account of the UCAS Tariff.

4.15 All UK applicants normally hold one of the above qualifications to qualify for admission. Exceptionally, evidence of an equivalent learning achievement may be considered to qualify for admission, provided the applicant demonstrates achievement of the required level of knowledge and skills e.g. through documentary evidence, personal interview, written work, relevant work experience, or a combination of these factors **and/or** the applicant meets the entry requirements of a course accredited by a PSRB. These exceptional cases are formally considered by a committee of the Senate acting on its behalf and require approval before the student registers for a course leading to an Anglia Ruskin award. Appropriate processes have been established by the committee to ensure that such decisions are made in a timely fashion. An analysis of admissions decisions made under this delegated responsibility is considered annually by the committee on behalf of the Senate.

#### Higher National Certificate and Higher National Diploma

4.16 The minimum academic qualifications required for admission to level 4 of Anglia Ruskin University's awards are one of the following:

- a. pass in one subject at GCE or VCE Advanced Level and passes at grade C or above in three other subjects at GCSE level;
- b. a P grade or above in a BTEC National Award (6 units) and passes at grade C or above in three other subjects at GCSE level;
- c. passes at grade C or above in two subjects at Scottish Highers;
- d. passes at grade C or above in one subject at Scottish Advanced Highers;
- e. passes at grade C3 or above in two subjects at Higher Level in the Irish Leaving Certificate;
- f. successful completion of the European or International Baccalaureate;
- g. pass in an Access Course approved by an Authorised Validating Agency or evidence of an equivalent learning achievement approved by the Senate (or a committee of Senate acting on its behalf);
- h. any other academic qualification or combination of qualifications (including combinations involving GCE or VCE Advanced Subsidiary level and/or Key Skills qualifications) deemed by the Senate (or a committee of the Senate acting on its behalf) to be equivalent in breadth and depth to one of the above. In considering other qualifications the Senate takes account of the UCAS Tariff.

4.17 All UK applicants normally hold one of the above qualifications to qualify for admission. Exceptionally, evidence of an equivalent learning achievement may be considered to qualify for admission, provided the applicant demonstrates achievement of the required level of knowledge and skills e.g. through documentary evidence, personal interview, written work, relevant work experience, or a combination of these factors **and/or** the applicant meets the entry requirements of a course accredited by a PSRB. These exceptional cases are formally considered by a committee of the Senate acting on its behalf and require approval before the student registers for a course leading to an Anglia Ruskin award. Appropriate processes have been established by the committee to ensure that such decisions are made in a timely fashion. An analysis of admissions decisions made under this delegated responsibility is considered annually by the committee on behalf of the Senate.

## Foundation Degree

- 4.18 In accordance with the QAA's Foundation Degree Qualification Benchmark the educational requirements for admission to a Foundation Degree are not expressed in terms of standard educational qualifications but are benchmarked against recognised national awards.
- 4.19 The minimum benchmark level of attainment required for admission to level 4 of a Foundation Degree is equivalent to FE level 3 achievement, comprising two years of full-time education post 16 years of age.
- 4.20 Applicants who do not satisfy Regulation 4.19 may be admitted, provided they demonstrate, through documentary evidence, personal interview, written work, relevant work experience or a combination of these factors that they have achieved the required level of knowledge and skills in other ways e.g. experiential learning.

## Postgraduate Courses

- 4.21 The minimum qualification required for admission to a postgraduate course is one of the following:

- a UK Honours Degree;
- an academic or professional qualification approved by the Senate (or a committee acting on its behalf) as equivalent in breadth and depth to a UK Honours Degree;
- extensive relevant practical experience, either on its own or taken in combination with other qualifications, deemed by the Senate (or a committee acting on its behalf) as evidence that an applicant possesses the appropriate knowledge and skills equivalent to an Honours Degree.

*[NB Course proposal teams are required at the academic approval stage to indicate if they wish to admit applicants under bullet 3 so that an appropriate reference can be made in the outcome report considered by the Senate (or a committee acting on its behalf)]*

## International Applicants

- 4.22 International applicants must possess educational qualifications which are deemed by Anglia Ruskin University to be equivalent to those specified in Regulations 4.14 - 4.21 for admission to the appropriate course and level of study.

### **(E) Applicants for Whom English is not the First Language**

- 4.23 Applicants whose first language is not English are required to demonstrate proficiency in the English language before they are admitted to Anglia Ruskin University **either** through:

- (a) possession of one of the following English language qualifications:

<b>Entry to Levels 3, 4 and 5</b>	<b>Entry to Levels 6 and 7</b>
GCSE English language C	GCSE English language C
IELTS 6 (overall band score) or 5.5 (where an English Language module is specified on the CSF which students are required to pass and for which compensation is not permitted under Regulations 6.82 - 6.89 in the event of failure)	IELTS 6.5 (overall band score)
Any other equivalent qualifications approved by the Senate's Admissions Policy Subcommittee	

**or;**

- (b) successful completion of Anglia Ruskin University's International Foundation Programme (for admission to an undergraduate course) or the Masters Foundation Programme (for admission to a taught postgraduate course);

unless they can provide satisfactory evidence that they have been taught and examined through the medium of English.

- 4.24 For the purpose of these Academic Regulations the above qualifications represent benchmark standards of English language proficiency for admission to Anglia Ruskin University. Applicants may satisfy Anglia Ruskin University's English language requirements through possession of a qualification deemed by the Senate (or a committee of the Senate acting on its behalf) to be equivalent to one of the above.
- 4.25 The specific English language entry requirements for certain courses may require a higher level of achievement than that stated in Regulation 4.23.
- 4.26 Applicants admitted with credit under a formal agreement between Anglia Ruskin and an international Associate College are not required to satisfy the English language requirements set out in Regulation 4.23. Their admission is based on a recommendation from the Associate College which includes an assessment of their English language proficiency.
- 4.27 International applicants who satisfy Anglia Ruskin University's English language entry requirements may be required, when they first register at Anglia Ruskin University, to take a diagnostic English language test set by Anglia Ruskin University. The test is designed to assist Anglia Ruskin University in its provision of on-going learning support to such students, including provision of an English language module during the first semester or trimester of their period of study.

## **(F) Accreditation of Prior Learning**

*[NB: The following Regulations relate solely to admission with prior learning and do **not** apply to cases where a student subsequently wishes to submit an additional claim for accredited prior certificated learning (APCL) or accredited prior experiential learning (APEL) for exemption from a particular module(s) within the course for which the student is registered. Prior learning/experiential learning may **not** be double counted.]*

### General

- 4.28 Students may be admitted with credit to a particular undergraduate or postgraduate course through the accreditation by Anglia Ruskin University of prior certificated learning (APCL) or prior experiential learning (APEL). Students seeking admission with prior learning based on APCL or APEL are **not** permitted to register for a course leading to an Anglia Ruskin award until such admission has been approved in writing.
- 4.29 Students seeking admission with prior learning may combine APCL and APEL up to a total of two thirds of the total credit requirement for the course on which they wish to register, of which no more than half of the total credit requirement may be based on APEL.
- 4.30 Anglia Ruskin award certification indicates if an award which has been conferred includes APCL or APEL credit.
- 4.31 The award certificate refers to the existence of the associated academic transcript.

## Accredited Prior Certificated Learning (APCL)

- 4.32 Students seeking admission with prior learning based on APCL may be granted no more than two thirds of the total credit requirement for the course to which the application has been made.
- 4.33 Learning for which APCL is sought must have been completed within five years (60 months) of submission of an admission with prior learning application. For certain courses the five year period of currency may be reduced in view of advancements in the subject area. If the learning is beyond the five year currency limit, applicants are required to provide evidence of updating of their professional knowledge and practice. This evidence comprises **all** the following:
- *CV*: to cover employment history, focussing on how the applicant has maintained their knowledge and practice since qualifying with the award(s) for which they are seeking credit;
  - *Evidence of successful completion of relevant CPD training*, if applicable;
  - *Reflective statement*: detailing how knowledge and practice has remained up to date;
  - *An employer reference*: on institutionally headed paper or, exceptionally, an email directly from the employer's institution, confirming that the applicant's job and CPD has enabled them to keep up to date with information and current practices in the subject area in which the applicant is intending to study.
- 4.34 Students admitted with APCL credit who subsequently transfer for whatever reason to a course leading to an award comprising a lower volume of credit are required to complete at least one third of the total credit requirement for the new award by taking Anglia Ruskin modules contained within the CSF for that award.
- 4.35 A qualified health or social care professional may seek admission, based on APCL, to a level 6 award at Anglia Ruskin University but to defer his/her registration until additional Anglia Ruskin credit has been awarded for successful completion of a free standing module(s) or short course(s), taken as part of the applicant's continued professional development (CPD). Such admission is considered only:
- if the APCL comprises a relevant level 5 award, totalling no more than 240 credits, which is accredited for professional registration;
- AND
- if the student is a registered professional within the Nursing & Midwifery Council, Health & Care Professions Council or other PSRB deemed to be appropriate by the Dean of Faculty (or nominee);
- AND
- if the additional CPD learning prior to the deferred registration is no more than 60 credits at level 6.

In such cases the free standing module(s) or short course(s) which comprises the additional credit undertaken prior to the deferred registration must be identical to the level 6 credits (as defined in the CSF) of the course for which registration is being deferred.

The maximum period of registration in which a student must complete the free standing module(s) or short course(s) of CPD learning prior to the deferred registration **AND** the necessary level 6 modules to achieve a level 6 award (following the deferred registration) is three years (in accordance with Regulation 3.37, footnote 22).

- 4.36 Admission with prior learning based on APCL is formally considered by Faculty Admissions Tutors under the responsibility delegated by the Senate. Faculty Admissions Tutors are supported in this work by the relevant Faculty AP(E)L Adviser. Any decision to admit a student with credit based on APCL must be made before the student formally commences the course. Complex applications are considered by the Faculty AP(E)L Adviser. An audit of a sample of admissions decisions made by Faculty Admissions Tutors under this delegated responsibility is considered annually by the Senate (or a committee of the Senate acting on its behalf).
- 4.37 Faculty Admissions Tutors consider individual applications for admission with APCL credit with reference to course tariffs approved by the Senate (or a committee of the Senate acting on its behalf).
- 4.38 The marks or grades obtained for accredited prior learning, 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.

#### Accredited Prior Experiential Learning (APEL)

- 4.39 Students seeking admission with prior learning based on APEL may be granted no more than half of the total credit requirement for the course on which they wish to register.
- 4.40 Currency is assessed through the portfolio or agreed alternative evidence submitted for assessment.
- 4.41 Students admitted with APEL credit who subsequently transfer for whatever reason to a course leading to an award comprising a lower volume of credit are required to complete at least one half of the total credit requirement for the new award by taking Anglia Ruskin modules contained within the CSF for that award.
- 4.42 Admission with prior learning based on APEL is formally considered by the Senate (or a committee of the Senate acting on its behalf). The same arrangements apply to encapsulation<sup>27</sup> and to the credential evaluation of international programmes of study or programmes which are not delivered by a higher education institution.

#### Credit **Not** Awarded by Anglia Ruskin University

*[NB The following Regulations are subject to Anglia Ruskin University's progressive implementation of the Bologna Process]*

- 4.43 The Senate has approved a range of recognised awards and qualifications conferred by higher education institutions and other educational bodies, both within the UK and overseas, as the basis for admission with prior learning to specific courses at Anglia Ruskin University. Full details of this course tariff database are held by the Admissions Office.
- 4.44 Marks or grades from accredited prior learning, including such learning which has resulted in the conferment of an award, are not transferable to an Anglia Ruskin award and are therefore not used to classify the award.
- 4.45 Students admitted with credit may not be awarded an Honours Degree unless they have been awarded 120 credits of new learning of which at least 105 credits must be at level 6 and at least 15 credits must be at level 5 or higher (following successful completion of Anglia Ruskin fine graded modules) which form the basis for award classification.

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<sup>27</sup> Encapsulation is the process used by applicants/students who have competence-based or professional awards which they wish to be considered towards APCL. If there is a deficit in their previous learning (ie: it is at a lower level than that required for higher education) applicants/students are able to use an encapsulation to demonstrate that the work they have previously completed can be developed further to make it equivalent to higher education level

- 4.46 Students seeking admission with prior learning based on APEL are required to prepare and submit a portfolio (or equivalent) of evidence for consideration by the Senate (or a committee of the Senate, acting on its behalf).

Credit Awarded by Anglia Ruskin University (including learning undertaken at Associate Colleges)

- 4.47 Students who have successfully completed modules when registered for an Anglia Ruskin course leading to a named award which has **not** been conferred and who then apply for admission with prior learning to a course leading to a subsequent Anglia Ruskin award, may transfer to the second course such Anglia Ruskin credits and their associated marks or grades as are permitted by the CSF, subject to the provisions of Regulation 4.33. If the first named award **has** been conferred, the credits, but not the associated marks or grades, may be transferred to the second award. The relevant Deputy Head of Department 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 first award has been conferred.
- 4.48 Students within Anglia Ruskin University who have failed to achieve a sufficient volume of credit to be awarded an Honours Degree and who are permitted to transfer to a course leading to a different Honours Degree, are required to complete as new learning at least 60 fine graded Anglia Ruskin credits at level 6. Such students must comply with the CSF for the new course and satisfy all the credit requirements at the appropriate level and volume for the second award.
- 4.49 Students who have successfully completed an Anglia Ruskin Ordinary degree which has been conferred and who subsequently apply for admission with prior learning to a course leading to an Anglia Ruskin Honours Degree are required to complete as new learning 120 credits of which at least 105 credits must be at level 6 and at least 15 credits must be at level 5 or higher.

**(G) Applicants with a Criminal Conviction**

- 4.50 A criminal conviction does not normally preclude an applicant from admission to a course offered by Anglia Ruskin University unless:
- the course leads to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975;
  - the applicant may in the view of Anglia Ruskin University pose a threat to staff, students or clients of Anglia Ruskin University.
- 4.51 All applicants must declare any “relevant”<sup>28</sup> criminal conviction on their application form.

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<sup>28</sup> “‘Relevant’ is defined as criminal offences involving any kind of violence, offences concerning the intention to harm or resulting in actual bodily harm, the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking, offences involving firearms, arson or those listed in the Sex Offences Act 2003 or the Terrorism Act 2006. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country. A criminal records check may show all spent and unspent convictions including (but not limited to) cautions, reprimands, final warnings, bind over orders or similar, and to the extent relevant the course, may also show details of minor offences fixed penalty notices, penalty notices for disorder, ASBOs or VOOs” (*UCAS Admissions Guide and Decision Processing Manual, 2015*).

- 4.52 Applicants for courses in the areas of teaching, medicine, law, accountancy, actuarial, insolvency, healthcare, social work, veterinary science, pharmacy, osteopathy, optometry and professions or others involving work with children or vulnerable adults, including the elderly or sick people, are required to declare any criminal conviction, including spent sentences and cautions (including verbal cautions) and bind over orders. The professions to which the courses listed above are associated are exempt from the Rehabilitation of Offenders Act (1974) (ie: convictions are not spent). Anglia Ruskin University is a registered user of the Disclosure and Barring Service and uses it as an additional admissions process when considering such applicants<sup>29</sup>.
- 4.53 In dealing with all disclosures of a criminal conviction, Anglia Ruskin University observes the principles of the Rehabilitation of Offenders Act and all data protection legislation.
- 4.54 The appropriate Admissions Officer writes to an applicant on declaration of an offence, requesting that the applicant writes to the Pro-Vice-Chancellor (Corporate & International Development) (or nominee) with details of the date of the conviction, nature of the offence and the sentence received. The Admissions Officer also invites the applicant to provide any comments and/or other background information e.g. reports from probation officers or social workers to support their application.
- 4.55 The Admissions Officer forwards the applicant's file, including a copy of the letter requesting further information, to the Pro-Vice-Chancellor (Corporate & International Development) (or nominee). On receipt of the file and any further information provided by the applicant, the Pro-Vice-Chancellor (Corporate & International Development) (or nominee) determines whether:
- it is safe to proceed with the application, namely to an offer of an interview or an offer of a place in accordance with the admissions procedures used for all applicants;
  - it is unsafe to proceed any further with the application in view of the additional information received.
- 4.56 The Pro-Vice-Chancellor (Corporate & International Development) (or nominee) may on occasion request an interview with the applicant in person in order to reach a decision on this matter.
- 4.57 In serious cases or where there is significant doubt, the Pro-Vice-Chancellor (Corporate & International Development) (or nominee) refers the case to a Panel comprising the Pro-Vice-Chancellor (Corporate & International Development) (or nominee), a Deputy Vice-Chancellor and the Director of Student Services. A member of the Vice-Chancellor's Group may act in the absence of one or more of these Panel members.
- 4.58 The Pro-Vice-Chancellor (Corporate & International Development) (or nominee) or, where appropriate, the Panel uses the following criteria in determining whether the application may proceed:
- a duty of care towards Anglia Ruskin University;
  - the nature of the course to which the candidate has applied;
  - the date, nature and seriousness of the offence committed;
  - the circumstances of the offence;
  - any history of repeat offending;
  - whether the applicant has provided evidence of sustained non-offending following the conviction and/or subsequent good behaviour;
  - supporting documentation from probation officers, social workers or any other professional staff.

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<sup>29</sup> Guidance for Managers on use of the Disclosure Service is published by the Office of the Secretary and Clerk. Detailed procedures for considering and deciding on such cases are published by the relevant Faculty.

- 4.59 The Pro-Vice-Chancellor (Corporate & International Development) (or nominee) formally records the final decision and conveys it in writing to the applicant.
- 4.60 The application is formally rejected if the final decision is that it is unsafe to proceed with the application.
- 4.61 An applicant may appeal to the Vice-Chancellor against the decision of the Pro-Vice-Chancellor (Corporate & International Development) (or nominee), if the applicant can provide further evidence which was not, for good reason, provided to the Pro-Vice-Chancellor (Corporate & International Development) (or nominee) at the time of the original request.

#### **(H) Disabled Applicants and Applicants with Specific Learning Difficulties**

- 4.62 Applicants with a disability or specific learning difficulties are considered using the same entry requirements as for all other applicants.
- 4.63 Such applicants are strongly encouraged to disclose the nature of their disability or specific learning needs on their application form or to contact Anglia Ruskin University's Student Support Services directly to enable Anglia Ruskin University to consider the provision of appropriate support for their studies.
- 4.64 Applicants who disclose a disability or specific learning difficulties on their application form are referred to Anglia Ruskin University's Student Support Services for an assessment of their individual needs.
- 4.65 In making such an assessment, Anglia Ruskin University abides by all current legislation governing this area and makes any reasonable adjustments to enable the applicant, if successful, to attend Anglia Ruskin University.
- 4.66 Any needs identified as a result of the assessment are conveyed, on a confidential basis, to other appropriate departments within Anglia Ruskin University.
- 4.67 An analysis of students admitted under these arrangements is conducted annually by the Admissions Office for consideration by the Senate (or a committee of the Senate acting on its behalf).

## SECTION 5

### STUDENT CONDUCT, RIGHTS AND RESPONSIBILITIES

#### (A) Student Conduct

- 5.1 Anglia Ruskin University's Rules, Regulations and Procedures for Students (RRPS)<sup>30</sup> are approved and published by the Board of Governors. The RRPS detail non-academic related regulations with which students are required to comply during their period of registration as a student at Anglia Ruskin.
- 5.2 Certain regulations contained within the RRPS do not apply to students registered at an Associate College as local arrangements are appropriate and therefore apply, as agreed between Anglia Ruskin and the Associate College and documented in the relevant written agreement. Associate Colleges are responsible for ensuring students are informed of those aspects of the RRPS which do not pertain to them and the local alternative arrangements that apply instead.
- 5.3 Students who are in breach of the RRPS (or any local alternative arrangements) may be liable to disciplinary action under Anglia Ruskin University's Student Disciplinary Procedures (full details of which are set out in the RRPS) or an Associate College's equivalent procedures.
- 5.4 Anglia Ruskin publishes a Student Charter<sup>31</sup> which sets out Anglia Ruskin's commitments to, and expectations of, students.

#### (B) Student Rights

- 5.5 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);

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<sup>30</sup> Copies of the RRPS are available from the Office of the Secretary & Clerk and under the 'Our Rules and key Documents' section at <https://my.anglia.ac.uk/student/portal/Pages/studylife.aspx>. The Student Charter is included in this publication

<sup>31</sup> Available separately at <https://my.anglia.ac.uk/student/portal/Pages/studylife.aspx>

- be consulted (but not necessarily individually) on any proposed changes to the Academic Regulations governing student continuation and assessment which relate to students currently registered on courses 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**

5.6 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;
- to ensure they are aware of the Academic Regulations that pertain to the delivery of their course and modules including any revisions and updates that are made during their period of registration which are notified to students via My.Anglia and students' Anglia Ruskin e-mail accounts.

## 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 modules, and therefore the course, for which they are registered;
- 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 course 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 course for which they are registered.

6.5 Students undertaking Major Project modules (see Regulation 3.16 above) which include elements of assessment based on research involving the collection of primary empirical data are required to comply with Anglia Ruskin's ethical approval requirements. In such circumstances, the Research Ethics Application Form (Stage 1) is completed<sup>32</sup> and the VLE-based ethics training successfully completed as a minimum requirement. Further ethical approval may be required, according to the responses given in the Stage 1 application form.

6.6 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>33</sup>.

6.7 Anglia Ruskin's standard referencing in written work, as far as possible, is the Harvard Referencing System. Where this system is not appropriate to particular disciplines, Course Leaders produce written outlines of alternative referencing systems for distribution to students.

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<sup>32</sup> Except for proposals solely using animal subjects where the animal ethics checklist requires completion

<sup>33</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"

- 6.8 Level 4 modules delivered in the first teaching period of a course are assessed using methods other than a written examination, unless a written examination is required by a PSRB<sup>34</sup>.
- 6.9 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.
- 6.10 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.
- 6.11 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).
- 6.12 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**

- 6.13 Equity and clarity are key principles governing Anglia Ruskin University's assessment procedures (see *Senate Code of Practice on the Assessment of Students*).
- 6.14 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.

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<sup>34</sup> For these purposes an "examination" is a method of assessment which is administered by the Academic Office (or by the equivalent unit in an Associate College 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 4 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)

- 6.15 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**

- 6.16 Anglia Ruskin University's assessment procedures are also governed by the principles of objectivity and independence.
- 6.17 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.
- 6.18 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**

- 6.19 The language of assessment for all courses 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]*

- 6.20 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 2.6). The number of items of assessment and the weighting to be assigned to each item is specified on the MDF at the academic approval stage and is published to students in the Module Guide.
- 6.21 Each element of assessment is directly linked to one or more of the module's intended learning outcomes, as stated on the MDF, and allows students to demonstrate the achievement of each of the module's learning outcomes. The Course Approval process explicitly maps each constituent module to the course intended learning outcomes, as stated on the CSF, and therefore allows students, by passing the course's constituent modules, to demonstrate the achievement of each of the course's intended learning outcomes.
- 6.22 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.
- 6.23 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)).

- 6.24 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.
- 6.25 The following tariffs, defining the minimum and maximum volume of module assessment in relation to credit volume (lower volumes of assessment are permitted where agreed through the standard course/module approval processes), apply to modules contributing to all taught courses:

Credit Volume	Assessment Elements	Non-word-based tasks, eg artefact, composition, performance (minimum allocation of time)	Examination equivalence (maximum)	Word-based tasks (maximum)
15 credits	1 (strongly recommended) or 2 maximum	50 hours <sup>35</sup>	Up to 1 hour equivalence per 5 credits  (but individual examinations not to exceed 3 hours, irrespective of credit volume)	Up to 3,000 words <sup>36</sup>
30 credits	3 maximum	100 hours <sup>35</sup>		Up to 6,000 words <sup>36</sup>
45 credits		150 hours <sup>35</sup>		Up to 9,000 words <sup>36</sup>
60 credits		200 hours <sup>35</sup>		Up to 12,000 words <sup>36</sup>
Major Project: 30 credits	1 (strongly recommended) or 2 maximum	150 hours	Not applicable	Up to 10,000 words <sup>37</sup>
Major Project: 45 credits		200 hours		Up to 12,000 words <sup>37</sup>
Major Project: 60 credits		250 hours		Up to 15,000 words <sup>37</sup>

6.26 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 3.13) 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):

- a word limit ratio for written assignments of 200 words per one credit for taught modules;
- an examination length ratio of up to 1 hour equivalence per 5 credits (but individual examinations not to exceed 3 hours, irrespective of credit volume);

<sup>35</sup> Following a national norm that a third of all study hours allocated to a module are assigned to assessment

<sup>36</sup> Based on a linear approach of 1,000 words per 5 credits

<sup>37</sup> Based on a higher ratio of words per credits in recognition of the nature of the Intended Learning Outcomes of Major Project modules

- 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 MDF (normally one third of the total teaching and learning hours).

6.27 All items of assessment are marked on a fine graded or pass/fail basis, as defined on the MDF. The pass mark for modules which are fine graded is 40% at both undergraduate and postgraduate level.

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

6.29 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).

6.30 In addition, the results for modules contributing to a Higher National Certificate/Diploma are classified, as required by the License Agreement with Pearson. 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%

6.31 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.

6.32 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*.

6.33 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.

6.34 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.

6.35 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 PSRB or where a particular course learning outcome is assessed by a single item of assessment within an identified module which must be passed for that reason.

6.36 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 all element(s) where less than 40% has been achieved, even if the aggregate mark for the module is 40% or higher.

6.37 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].*

- 6.38 Students must pass (or be awarded credit for) any module categorised as a compulsory module within the course for which they are registered (see Regulations 6.74 - 6.82 for the consequences of failing a compulsory module).
- 6.39 Students who have already passed a module may not be re-assessed in or retake that module in order to improve their module result.
- 6.40 The Anglia Ruskin Awards Board is not permitted to amend a module result which has been agreed by a Departmental Assessment Panel.
- 6.41 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.
- 6.42 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**

- 6.43 The submission of work for assessment is the responsibility of the student alone.
- 6.44 For each individual assessment task at any one assessment point, a student is only permitted to make a single submission. Work, once submitted, cannot be retrieved to make alterations nor replaced by subsequent versions.
- 6.45 The time by which all work must be submitted (via any method of submission) on a specified deadline day is 2:00pm. Later times cannot be set.
- 6.46 Students are required to ensure that:
- all written assignments (including reports associated with practice or workplace assessments) are received by the published deadline (on or before the due date) in the appropriate administrative office (eg: i-Centre) or submitted via the appropriate electronic systems (eg: GradeMark®). Individual module guides advise students of the designated method for submission of work. Where work is submitted to a physical location, all pages, including the Assignment Cover Sheet, are securely fastened (eg: 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 relevant meeting of 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.
- 6.47 Students are also required to ensure that all non-written work for assessment (eg: an artefact, a musical performance, preparation of electronic data) is presented in the required format, by the published deadline and at the prescribed location.
- 6.48 Students should ensure that, where practicable, they retain a copy of the non-written work submitted.
- 6.49 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.
- 6.50 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 6.52 - 6.59 and 6.60 - 6.64 below).
- 6.51 In the event of any disruption to, or failure of, electronic systems which are used to facilitate the submission of student work, the Director of the Academic Office (or nominee) is responsible for determining what action, if any, is necessary to mitigate system failures (eg: amended submission deadlines and the publication of information to students).

#### **(J) Short Term Extensions<sup>38</sup>**

- 6.52 A student may request a maximum of one short term extension to a submission deadline per element of a module's assessment (as defined on the MDF) 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.
- 6.53 The purpose of a short term extension is to allow a student, for acceptable reasons, to defer the submission of work to a later date but to ensure that the work is submitted in time to be processed and assessed by the appropriate Departmental Assessment Panel in the originally identified assessment period (eg: Semester 1).
- 6.54 Students submit their request to a Faculty Student Adviser (or to an appropriate member of staff in an Associate College) **before** the submission deadline. Faculty Student Advisers (or a designated staff member in an Associate College 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.
- 6.55 Faculty Student Advisers (or the designated staff member in an Associate College) have delegated authority to approve an extension request. Faculty Student Advisers are permitted to request, at their discretion, evidence to support short term extension requests, especially where a student is regularly seeking multiple short term extensions (ie: for many different elements of assessment on numerous occasions).
- 6.56 All extensions are for a default period of ten working days. A student is permitted to submit the work earlier than the expiry date of the extension periods.
- 6.57 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;

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<sup>38</sup> In this context, these Academic Regulations refer to extensions for individual students and do not cover revised submission deadlines which apply to an entire cohort of students (sometimes referred to as cohort extensions)

- authorised absence from Anglia Ruskin University (or Associate College) during teaching weeks;
- an enforced change in employment circumstances for which only short term notice was given;
- other reasons considered acceptable by the Faculty Student Adviser (or the designated staff member in an Associate College).

6.58 The following are **not** acceptable reasons for such a request:

- academic workload;
- misreading the instructions on submission deadlines in the Module Guide/MDF/ 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).

6.59 If a student's circumstances require additional time beyond the expiry date of the original short term extension, the student can seek a long term extension (see Regulations 6.60 - 6.64 below) or submit a claim for mitigation (see Regulations 6.93 - 6.118) as no further short-term extensions can be granted. Consequently, the piece of work is processed and assessed by the appropriate Departmental Assessment Panel at a future assessment period (as determined by Anglia Ruskin in line with the academic calendar).

### **(K) Long Term Extensions<sup>39</sup>**

6.60 A student may request a long term extension to a submission deadline per element of a module's assessment (as defined on the MDF). Long term extensions of up to one year are considered and approved if, in the view of the Faculty 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 scheduled (re)assessment tasks;
- 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.

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

6.62 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.

6.63 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.

6.64 All long term extensions are considered on a confidential basis.

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<sup>39</sup> In this context, these Academic Regulations refer to extensions for individual students and do not cover revised submission deadlines which apply to an entire cohort of students (sometimes referred to as cohort extensions)

## (L) Exceeding Word Limits

- 6.65 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.
- 6.66 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.
- 6.67 In determining the text to be included within the maximum word limit, the following items are excluded:
- abstracts;
  - data;
  - tables;
  - figures;
  - diagrams;
  - in-text references/citations
  - 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

- 6.68 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 undergraduate students;
  - the outcome of any claim for mitigating circumstances;
  - the provisions of Regulations 6.74 - 6.82 below.
- 6.69 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 follows the method(s) of assessment specified in the MDF for those elements where the student achieved less than 40%. 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).
- 6.70 A formal re-assessment point is provided in mid-July<sup>40</sup> of each academic year where modules from Semester/Trimester 1 and Semester/Trimester 2 are re-assessed (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.

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<sup>40</sup> Mid-August for Major Project modules where the initial attempt is submitted in Semester/Trimester 2

- 6.71 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.
- 6.72 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.
- 6.73 The module result for a student who passes a module at re-assessment is capped at 40%.

*[NB: Regulations 6.74 - 6.82 below apply only to students registered for a course leading to a named award. They do not apply to Associate Students or Visiting Students]*

- 6.74 Any student who fails a 15 or 30 credit module<sup>41</sup> after re-assessment is permitted within the limits prescribed in Regulation 6.80:
- either** (a) to retake the same module, whether compulsory or optional (except as stipulated in Regulation 6.77 below);
- or** (b) if the failed module is classified as an optional module, to replace it with an alternative module at the same level from the list of optional modules set out in the relevant CSF (subject to availability).
- 6.75 It therefore follows that a 45 or 60 credit module can neither be retaken nor replaced as this would breach the limits prescribed in Regulation 6.80.
- 6.76 When retaking a module, or taking a replacement module, a student is required to fully engage with the module in its entirety, attending all scheduled learning and teaching sessions (an appropriate alternative to the attendance requirement is applied where a module is delivered by flexible and distributed learning, including e-learning). Subject to Regulations 8.26 - 8.31 which govern discontinuation and which take precedence, the student is entitled to an initial attempt at all assessment elements and, if unsuccessful, one further re-assessment attempt to pass the module as defined in Regulation 6.68.
- 6.77 A level 7 Major Project module (of any credit value) cannot be retaken<sup>42</sup>. A student who has failed on re-assessment a level 7 Major Project module is **not** permitted to take as a retake or replacement module a level 7 Major Project module with a higher or lower credit value and, in the latter case, to take additional optional modules to make up any credit shortfall.
- 6.78 The module result for the first attempt at a retaken module under Regulation 6.74 (a) is capped at 40%. Marks achieved for individual assessment elements undertaken on the original take are **not** carried forward to the retake of the module<sup>43</sup>.
- 6.79 The module result for the first attempt at a replacement module under Regulation 6.74 (b) is **not** capped.

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<sup>41</sup> Where modules with credit volumes which differ to the standard 15/30 credit structure have been approved for delivery by the Senate (see Regulation 3.13), the volume of credit that a student can retake or replace in any one module cannot exceed 30 credits

<sup>42</sup> From 2015/16, a level 6 Major Project module can be retaken or replaced, subject to the credit limits prescribed in Regulation 6.80

<sup>43</sup> Except for placement elements of a module. In recognition of the difficulties in securing high quality placements, where a module which includes a placement element is being retaken and the placement element was passed at either the initial or re-assessment point of the module, the outcome of the placement element CAN be carried forward to the retake of the module. Academic elements of the module CANNOT be carried forward

- 6.80 The maximum combined value of retaken and replacement modules taken by a student under Regulations 6.74 - 6.79 cannot exceed any of the following:
- 30 credits at any one level;
  - 60 credits in total for the course.
- 6.81 Zero credit rated modules<sup>44</sup> can be retaken on no more than two occasions (ie: restricting the total number of assessment attempts at any such module to a maximum of six). Where the requirement of a PSRB restricts the opportunities for retaking such modules further, this is approved by the Senate's QESC and recorded on the relevant CSF(s).
- 6.82 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 Regulations 6.80 and 6.81, 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.
- 6.83 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.
- 6.84 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**

- 6.85 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.
- 6.86 The principle of compensation applies to all undergraduate courses (and levels 4-6 for courses leading to the award of Integrated Taught Masters Degrees) except those courses containing fewer than 120 credits. Compensation may be excluded from other courses (or element(s) within them) only if exclusion is required by a PSRB (for which written evidence is required at the academic approval stage).
- 6.87 If the principle of compensation is excluded from a particular course and/or module an appropriate reference must be made on the CSF and/or MDF.

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<sup>44</sup> Such modules are most commonly used to assess competencies

- 6.88 Compensation is based on a student's overall performance in the course for which the student is registered and is considered at levels 3, 4, 5 and 6<sup>45</sup>.
- 6.89 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>46</sup>
Honours Degree (and levels 4-6 of Integrated Taught Masters Degrees)	Maximum of 45 credits for entire course (only for levels 4-6 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 course and maximum of 30 credits at any one level
Higher National Certificate Certificate of Higher Education Professional Graduate Certificate in Education (PGCE: level 6)	Maximum of 15 credits for entire course
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 course

- 6.90 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 credit weighted mean result of the best performing, passed, fine graded modules, totalling 75 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.

- 6.91 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.

- 6.92 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

<sup>45</sup> From 2015/16, a level 6 Major Project module can be compensated subject to the credit limits prescribed in Regulation 6.89

<sup>46</sup> Students who are transferred to a course 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

Anglia Ruskin Awards Board (subject to the limits to the volume and level of compensation defined in Regulation 6.89):

- 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**

6.93 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

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

6.95 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.

6.96 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 6.95;
- 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).

6.97 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.

6.98 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.

6.99 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 or Faculty 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 (see Regulation 6.111).

6.100 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 6.102 - 6.118 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.

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

### Consideration

6.102 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 (eg: a certificate/letter from a medical professional in the case of illness; a death certificate in the case of bereavement etc.) which must accompany the claim wherever practicable.

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

6.104 Students are strongly recommended to ensure that claims for mitigation are submitted to a Faculty Student Adviser for an initial check on whether both criteria have been satisfied before the claim is formally considered.

6.105 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.

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

### Consequences

6.107 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 initial attempt (or the re-assessment attempt) in the mitigated element(s) at a time determined by Anglia Ruskin University. In certain circumstances the student may be required to re-attend the module 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 the re-assessment attempt following a previous failure.

## Late Mitigation

- 6.108 A student may submit a late mitigation claim (defined as a claim which is submitted after the standard deadline specified in Regulation 6.99 above) for the attention of the Anglia Ruskin Mitigation Panel.
- 6.109 In addition to the detail of the mitigation claim and the supporting evidence (in accordance with Regulation 6.102 above), a student is also required to explain why the claim was not submitted within the standard deadline of **five working days** after the submission date of assessed work or the date on which an examination has been sat, supported by appropriate documentary evidence.
- 6.110 Late mitigation claims are considered by the Anglia Ruskin Mitigation Panel.
- 6.111 The Panel first determines if the student has provided a valid reason for why the claim was not submitted at the appropriate juncture. Poor awareness of Anglia Ruskin University's Academic Regulations, or a student choosing not to submit a mitigation claim by the standard deadline in order to wait for the publication of results, are not acceptable or valid reasons for the submission of a late claim. This is not an exhaustive list<sup>47</sup>.
- 6.112 If the Panel believes that no valid reason (supported by documentary evidence) has been provided to explain the late submission of a claim, it is rejected.
- 6.113 If the Panel is satisfied that a valid reason for the late submission of the claim has been provided (and supported by documentary evidence), the Panel considers the detail of the mitigation claim itself, applying the criteria in Regulation 6.102 above.
- 6.114 The consequences of the approval of a late mitigation claim are the same as for a claim submitted and considered in accordance with the standard deadline, as detailed in Regulation 6.107 above. It should be noted that the timing of any (re)assessment that is permitted as a consequence of a successful late mitigation claim may be different to the timing allocated to students who submitted a mitigation claim at the appropriate juncture (eg: a late mitigation claim pertaining to Semester/Trimester 2 is likely to mean that the further (re)assessment that a successful mitigation claim permits will not occur during the standard July (re)assessment period).
- 6.115 A late claim for mitigation, once formally submitted, **cannot** be withdrawn.
- 6.116 A student submitting a late mitigation claim, and for whom the Awards Board has made a decision of discontinued, may continue and fully engage with the course, undertaking placements and/or elements of assessment or re-assessment without prejudice to the outcome of the mitigation process, provided that in doing so the student 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*.
- 6.117 Any credit attained as a student continues and fully engages with the course whilst a late mitigation claim is being progressed (as permitted in Regulation 6.116) is declared null and void if the late mitigation claim is eventually rejected and where the original decision of the Awards Board to discontinue the student remains unchanged. Therefore, any such credit attained cannot contribute to the conferment of an intended or intermediate award.

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<sup>47</sup> In accordance with Regulation 6.99, waiting for the availability of documentary evidence in support of a claim which cannot be provided by the submission deadline is not an acceptable reason for the late submission of a mitigation claim. Such claims are required to be submitted within the appropriate deadline without the documentary evidence. In such circumstances the evidence must be submitted within a further ten working days

- 6.118 A student may **not** submit an academic appeal which presents mitigating circumstances to explain that performance in an assessment was adversely affected by illness or other factors unless evidence is provided that a corresponding mitigation claim has been duly submitted to the Anglia Ruskin Mitigation Panel but was not considered in accordance with the Regulations governing the mitigation process.

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

#### Introduction

- 6.119 These Academic Regulations apply only to formal invigilated examinations held at Anglia Ruskin University or to examinations administered by an Associate College, whether in the UK or overseas, under an approved validation, franchise or outcentre arrangement.
- 6.120 In certain circumstances not covered by a formal agreement with an Associate College 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

- 6.121 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.
- 6.122 Students who fail to attend an examination for whatever reason must contact a Faculty Student Adviser (or the appropriate member of staff at an Associate College) for advice as soon as possible (see also Regulations 6.93 - 6.118 concerning mitigating circumstances).
- 6.123 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.
- 6.124 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.
- 6.125 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.
- 6.126 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.
- 6.127 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.

6.128 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

6.129 On entering the examination room, students are subject to the authority of the invigilators and must act according to their instructions.

6.130 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.

6.131 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.

6.132 Students who bring unauthorised items to their places by mistake must inform an invigilator as soon as they discover the presence of such items.

6.133 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.

6.134 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.

6.135 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.

6.136 During the examination students must not communicate in any way with any person other than an invigilator.

6.137 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.

6.138 Smoking is not permitted in the examination room.

6.139 A student who, in the opinion of the invigilators, causes any disturbance and continues to do so after warning, is required to leave the examination room and cannot be re-admitted. Examples of a disturbance include disruption caused by a mobile telephone, shouting, talking, whispering, eating and/or drinking (this is not an exhaustive list).

6.140 Students are given a warning when 30 minutes and five minutes of the examination are still remaining.

- 6.141 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.
- 6.142 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.
- 6.143 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

- 6.144 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 the answer book is marked at the appropriate place. Unless required to leave the examination room under any other Regulation, the student is permitted to continue the examination.
- 6.145 A student breaching any of these Academic Regulations is considered in accordance with the regulations governing assessment offences (see Section 10 of these Academic Regulations).

#### Variations to the Academic Regulations Governing Examinations

- 6.146 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**

- 6.147 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 course and/or module for which the student is registered/enrolled
- 6.148 Guidelines are contained in the *Senate Code on Practice on the Assessment of Students*.
- 6.149 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>48</sup>

#### (A) Introduction

- 7.1 Anglia Ruskin University operates a two-tiered assessment process for its undergraduate and postgraduate courses.
- 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, progression and the conferment of awards.

#### (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:

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<sup>48</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 (eg 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<sup>49</sup> for DAPs is:

- The Head of Department responsible for the modules under consideration [Chair];
- The Module Leader for each module under consideration or a named substitute with authority to speak on behalf of the Module Leader;
- Deputy Head(s) of Department;
- External Examiner(s) appointed by the Senate;
- Representatives from Associate Colleges which deliver a curriculum under a franchise arrangement (see the *Senate Code of Practice on Collaborative Provision*, available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)) that is not delivered at any of Anglia Ruskin's main campuses;
- Representatives from other UK Associate Colleges, 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 Faculty Student Review Subcommittees and 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.

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<sup>49</sup> Where the Senate has approved the establishment of separate DAPs for collaborative provision at certain Associate Colleges, the constitution of the DAP will vary appropriately (see *Senate Code of Practice on Collaborative Provision* at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes))

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 6.83 - 6.84).

### **(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:

- Two representatives from each Faculty from Deputy Deans and Directors of Studies (including Assistant Directors of Studies);
- Director of Student Services (or nominee);
- Director of the Academic Office (or nominee).

The Chair is the Director of the Academic Office or one of the Deputy Deans from a Faculty.

7.16 The quorum for meetings of the Anglia Ruskin Mitigation Panel is six 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 DAPs and the 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, progression and eligibility for the conferment of an award<sup>50</sup>.

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 that compensation for a failed module(s) is applied on an individual student basis in accordance with Regulations 6.85 - 6.92;

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<sup>50</sup> Prior to each meeting of the Faculty Student Review Subcommittee, Faculties may choose to undertake the process of Course Group Review where detailed preparatory work for submission to the Faculty Student Review Subcommittee is carried out

- to recommend to the Anglia Ruskin Awards Board that an individual student who has failed a module at the first attempt should be required to undertake the method of re-assessment, as agreed by the DAP, following further tuition. Such decisions are made where, in the opinion of the Subcommittee, the student's performance to date suggests that the likelihood of successful retrieval of first attempt failure in the module(s) concerned without further tuition is low<sup>51</sup>. These recommendations are 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 6.74 - 6.82 to re-take the same module or take a replacement module within the limits prescribed in Regulations 6.80 and 6.81;
- to recommend to the Anglia Ruskin Awards Board, in cases where the total volume of module re-assessment for an individual student (as proposed by each DAP) is excessive, a revised schedule of (re)assessment in terms of timing, form and attendance requirements, in order to ensure that an individual student's assessment load in any one assessment period is reasonable and appropriate;
- to recommend to the Anglia Ruskin Awards Board a formal progression decision for each student (where appropriate – see Sections 8(A) and 8(B) below);
- to recommend to the Anglia Ruskin Awards Board, for those students who are not considered under Anglia Ruskin's progression scheme (see Sections 8(A) and 8(B)), the discontinuation of students who have exceeded the volume of retake/replacement modules prescribed in Regulations 6.80 and 6.81;
- to recommend to the Anglia Ruskin Awards Board cases where a Deputy Head of Department has provisionally approved the transfer of a student's registration from one course to another course (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 8.37 - 8.41).

7.21 In making the above 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.

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<sup>51</sup> A student is entitled to request to undertake further tuition prior to undertaking the re-assessment in a module where it has not been explicitly required by the DAP or Faculty Student Review Subcommittee

7.22 The constitution for Faculty Student Review Subcommittees is:

- Deputy Dean (or nominee); Chair
- All Deputy Heads of Department within the Faculty;
- Faculty Director(s) of Studies;
- An External Examiner(s), if required by a PSRB.

7.23 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 PSRB.

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

7.25 Faculty Student Review Subcommittees meet before the Anglia Ruskin Awards Board and after DAPs and the Anglia Ruskin Mitigation Panel.

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

7.26 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 formal progression decision for each student (where appropriate – see Sections 8(A) and 8(B) below) and 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 issue referred by the Anglia Ruskin Mitigation Panel;
- 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 PSRB for inclusion on the appropriate professional register;

- to consider, on the recommendation of the relevant Faculty Student Review Subcommittee, cases where a Deputy Head of Department has provisionally approved the transfer of a student's registration from one course to another course (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 8.37 - 8.41). 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.

7.27 The constitution for the Anglia Ruskin Awards Board is:

- A Deputy Vice-Chancellor; Chair
- All Pro-Vice-Chancellors and 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;
- One representative from any UK Associate College operating under a validation arrangement (see the *Senate Code of Practice on Collaborative Provision*, available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes));
- At least 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.

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

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

7.29 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.

7.30 The Academic Office provides an Executive Secretary to the Anglia Ruskin Awards Board.

7.31 The Anglia Ruskin Awards Board meets after DAPs, the Anglia Ruskin Mitigation Panel and Faculty Student Review Subcommittees.

## **(F) External Examiners**

7.32 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.

7.33 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).

- 7.34 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 PSRB.
- 7.35 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 Courses* (available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)).
- 7.36 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 Courses* which has been designed to complement these Academic Regulations and to be read in conjunction with them.

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

- 7.37 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).
- 7.38 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.



## SECTION 8

### STUDENT PROGRESSION/CONTINUATION AND CONFERMENT OF AWARDS

#### *Editor's Note*

**Anglia Ruskin's progression scheme applies to all undergraduate courses.**

- (i) Regulations 8.1 - 8.23 below (Section 8(A) of these Academic Regulations) govern the progression scheme and apply to all new entrants to all undergraduate courses commencing from September 2012 onwards;**
- (ii) Regulations 8.24 - 8.25 below (Section 8(B) of these Academic Regulations) govern all students to whom the progression scheme does not apply (ie: all students not covered in (i) above).**

**Sections 8(C) to 8(J) apply to all students.**

#### **(A) Student Review and Progression**

[NB: THIS SECTION APPLIES TO NEW ENTRANTS TO YEAR 1 OF ALL UNDERGRADUATE COURSES COMMENCING FROM SEPTEMBER 2012 ONWARDS]

- 8.1 A student progresses from one level or year of learning to the next of the course 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 optional modules for their course, satisfy any pre-requisites or other academic requirements for module enrolment and meet the requirements for progression from one level or year to another as detailed in this Section.
- 8.2 The Anglia Ruskin Awards Board makes a formal annual progression decision for every student (on recommendation from the relevant Faculty Student Review Subcommittee) at the designated progression point for the course (eg: progression decisions for students on a course commencing in Semester 1 are made at the end of the Semester 2; progression decisions for students on a course commencing in Trimester 1 are made at the end of the Trimester 3)<sup>52</sup>.

#### Undergraduate Full-time Progression

- 8.3 The following progression requirements (Regulations 8.4 - 8.13 below) apply to all full-time students registered for a course leading to any of the following intended awards:
  - Certificate of Higher Education<sup>53</sup>;
  - Higher National Diploma;
  - Diploma of Higher Education;
  - Foundation Degree;
  - Ordinary Degree;
  - Honours Degree;
  - Integrated Master's Degree.

<sup>52</sup> Progression decisions for students registered on a full-time accelerated honours degree delivered on a Trimester basis are made at the end of the delivery of each level (usually at the end of the second and fourth trimesters) instead of an annual basis

<sup>53</sup> Progression only applies to the intended award of Certificate of Higher Education when approved as an extended course

- 8.4 For courses approved as an extended course with entry at level 3, in order to progress from level 3 to level 4, a student can trail no more than 30 credits of level 3 modules which have not been passed. A student who has not passed more than 30 credits at level 3, and has not exhausted the maximum combined value of re-taken and replacement modules permitted under Regulations 6.80 and 6.81 above, is not permitted to register for, and therefore study, level 4 modules but can continue the student's registration on the course.
- 8.5 In discussion with the Faculty Student Adviser and/or Deputy Head of Department, a retrieval package is constructed for the student in which the timing of outstanding (re)assessment for level 3 modules is agreed. The retrieval package also includes, where appropriate, the re-taking or replacing of level 3 modules which have been failed after re-assessment. The student remains registered on the course on a full-time basis but, depending on the volume of credit, will study for a reduced number of hours for the duration of the retrieval package. The expected completion date of the student's registration will be extended by the length of the retrieval package. All retrieval packages are approved by the appropriate Director of Studies who can require a student to undertake further tuition in one or more modules (after failure at the initial attempt) prior to undertaking the re-assessment attempt to which the student is entitled as part of the retrieval package<sup>54</sup>.
- 8.6 In order to progress from level 4 to level 5, and therefore register for and study modules at level 5, a full-time student must have been awarded 90 or more credits at level 4 (including credit awarded for accredited prior learning)<sup>55</sup>.
- 8.7 A full-time student who does not satisfy the criteria in Regulation 8.6 above and has not exhausted the maximum combined value of re-taken and replacement modules permitted under Regulations 6.80 and 6.81 above, is not permitted to register for, and therefore study, level 5 modules but can continue the student's registration on the course.
- 8.8 In discussion with the Faculty Student Adviser and/or Deputy Head of Department, a retrieval package is constructed for the student in which the timing of outstanding (re)assessment for level 4 modules is agreed. The retrieval package also includes, where appropriate, the re-taking or replacing of level 4 modules which have been failed after re-assessment. The student remains registered on the course on a full-time basis but, depending on the volume of credit, will study for a reduced number of hours for the duration of the retrieval package. The expected completion date of the student's registration will be extended by the length of the retrieval package. All retrieval packages are approved by the appropriate Director of Studies who can require a student to undertake further tuition in one or more modules (after failure at the initial attempt) prior to undertaking the re-assessment attempt to which the student is entitled as part of the retrieval package<sup>54</sup>.
- 8.9 In order to progress from level 5 to level 6, and therefore register for and study modules at level 6, a full-time student must have been awarded 210 or more credits<sup>56</sup>, including 90 or more credits at level 5 (including credit awarded for accredited prior learning). In addition a student must have successfully attained all level 4 credit as prescribed in the relevant CSF.
- 8.10 A full-time student who does not satisfy the criteria in Regulation 8.9 above and has not exhausted the maximum combined value of re-taken and replacement modules permitted under Regulations 6.80 and 6.81 above, is not permitted to register for, and therefore study, level 6 modules but can continue the student's registration on the course.

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<sup>54</sup> A student is entitled to request to undertake further tuition prior to undertaking the re-assessment in a module where it has not been explicitly required by the DAP, Faculty Student Review Subcommittee or Director of Studies

<sup>55</sup> A student registered for an extended course leading to the award of a Foundation Degree, Diploma of Higher Education, Ordinary Degree or Honours Degree must also have successfully attained all level 3 credit as prescribed on the CSF

<sup>56</sup> For an extended course, the figure of 210 is increased by the total volume of level 3 credit included as part of the extended element of the course (normally  $210 + 120 = 330$ )

- 8.11 In discussion with the Faculty Student Adviser and/or Deputy Head of Department, a retrieval package is constructed for the student in which the timing of outstanding (re)assessment for level 5 modules is agreed. The retrieval package also includes, where appropriate, the re-taking or replacing of level 5 modules which have been failed after re-assessment. The student remains registered on the course on a full-time basis but, depending on the volume of credit, will study for a reduced number of hours for the duration of the retrieval package. The expected completion date of the student's registration will be extended by the length of the retrieval package. All retrieval packages are approved by the appropriate Director of Studies who can require a student to undertake further tuition in one or more modules (after failure at the initial attempt) prior to undertaking the re-assessment attempt to which the student is entitled as part of the retrieval package<sup>57</sup>.
- 8.12 A student who has exhausted the maximum combined value of re-taken and replacement modules permitted under Regulations 6.80 and 6.81 above is discontinued from the course (see Regulations 8.26 - 8.31 below).
- 8.13 On recommendation from the relevant Faculty Student Review Subcommittee, the Awards Board ascribes a formal 'Progression Decision' to each undergraduate full-time student, as below:

<b>Progression Decision</b>	<b>Description</b>
Proceed	A student has passed 120 credits at the current level of study and may proceed to the next level
Proceed Trailing <sup>58</sup>	A student has passed a minimum of 90 credits at the current level of study and may proceed to the next level with (re)assessment outstanding and/or is required to re-take or replace a module(s)
Refer <sup>59</sup> <i>[only for use at the Semester 2 Awards Board]</i>	A student has not satisfied the progression criteria for the level of study due to academic failure but may achieve sufficient credit after the July (re)assessment point
Defer <sup>59</sup> <i>[only for use at the Semester 2 Awards Board]</i>	A student has not satisfied the progression criteria for the level of study due solely to approved mitigating circumstances but may achieve sufficient credit after the July (re)assessment point
Cannot Proceed	A student has not satisfied the progression criteria for the level of study but may remain on the course and agree a retrieval package
Discontinued	A student has exhausted the maximum combined value of re-taken and replacement modules permitted
Confer Intended Award	The student has satisfied all requirements for the intended award as detailed in the Course Specification Form and the intended award is conferred

<sup>57</sup> A student is entitled to request to undertake further tuition prior to undertaking the re-assessment in a module where it has not been explicitly required by the DAP, Faculty Student Review Subcommittee or Director of Studies

<sup>58</sup> Further decisions of 'Proceed with Referral' and 'Proceed with Deferral' exist under the Proceed Trailing category to allow, for statistical purposes, the differentiation of students who have academic failure and students who have approved mitigating circumstances. These further decisions are only used at the Semester 2 Awards Board. Where a student's module results include a combination of academic failure and approved mitigating circumstances, a decision of 'Proceed with Referral' is made

<sup>59</sup> Where a student's module results include a combination of academic failure and approved mitigating circumstances, a decision of 'Refer' is made

Decision deferred	A progression decision cannot be made (eg: pending the outcome of procedures related to an alleged assessment offence)
Refer to Fitness to Practise	The student has been referred under the Fitness to Practise procedures within the <i>Rules, Regulations and Procedures for Students</i> .

### Undergraduate Part-time Progression

8.14 The following progression requirements (Regulations 8.15 - 8.22 below) apply to all part-time students registered for a course leading to any of the following intended awards:

- Certificate of Higher Education<sup>60</sup>;
- Higher National Diploma;
- Diploma of Higher Education;
- Foundation Degree;
- Ordinary Degree;
- Honours Degree;
- Integrated Master's Degree.

8.15 In accordance with Regulation 2.28 above, a part-time student can study up to a maximum of 90 credits in any one academic year. The requirements for progression are based on the total volume of credit a part-time student has studied during the entire academic year in accordance with the approved structure of the course, as specified on the CSF (see Regulation 3.15 and **Appendix 3**). In order to progress from one year to the next, a part-time student must satisfy the requirements articulated in the table below and includes credit awarded for accredited prior learning:

Credit Volume Studied During the Academic Year	Progression Requirement (credit volume)
90	60
75	
60	45

8.16 A part-time student who does not satisfy the criteria in Regulation 8.15 above and has not exhausted the maximum combined value of re-taken and replacement modules permitted under Regulations 6.80 and 6.81 above, is not permitted to register for, and therefore study, any new modules but can continue the student's registration on the course.

8.17 In discussion with the Faculty Student Adviser and/or Deputy Head of Department, a retrieval package is constructed for the student in which the timing of outstanding (re)assessment for modules is agreed. The retrieval package may also include the re-taking or replacing of modules which have been failed after re-assessment. The expected completion date of the student's registration will be extended by the length of the retrieval package. All retrieval packages are approved by the appropriate Director of Studies who can require a student to undertake further tuition in one or more modules (after failure at the initial attempt) prior to undertaking the re-assessment attempt to which the student is entitled as part of the retrieval package<sup>61</sup>.

8.18 In order to study a module at level 5, a student on an extended course must have successfully attained all level 3 credit as prescribed in the relevant CSF.

<sup>60</sup> Progression only applies to the intended award of Certificate of Higher Education when approved as an extended course

<sup>61</sup> A student is entitled to request to undertake further tuition prior to undertaking the re-assessment in a module where it has not been explicitly required by the DAP, Faculty Student Review Subcommittee or Director of Studies

- 8.19 In order to study a module at level 6, a student must have successfully attained all level 4 credit as prescribed in the relevant CSF.
- 8.20 A student cannot proceed to the next year of the course whilst trailing more than 30 credits of modules which require retrieval (at any level) in order to prevent a student from accruing excessive volumes of credit which have not been passed.
- 8.21 A student who has exhausted the maximum combined value of re-taken and replacement modules permitted under Regulations 6.80 and 6.81 above is discontinued from the course (see Regulations 8.26 - 8.31 below).
- 8.22 On recommendation from the relevant Faculty Student Review Subcommittee, the Awards Board ascribes a formal 'Progression Decision' to each undergraduate part-time student, as below:

<b>Progression Decision</b>	<b>Description</b>
Proceed	A student has passed all credits studied during the academic year and may proceed to the next academic year
Proceed Trailing <sup>62</sup>	A student has passed the minimum number of credits required and may proceed to the next academic year with (re)assessment outstanding and/or is required to re-take or replace a module(s)
Refer <sup>63</sup> <i>[only for use at the Semester 2 Awards Board]</i>	A student has not satisfied the progression criteria for the academic year due to academic failure but may achieve sufficient credit after the July (re)assessment point
Defer <sup>63</sup> <i>[only for use at the Semester 2 Awards Board]</i>	A student has not satisfied the progression criteria for the level of study due solely to approved mitigating circumstances but may achieve sufficient credit after the July (re)assessment point
Cannot Proceed	A student has not satisfied the progression criteria for the academic year but may remain on the course and agree a retrieval package
Discontinued	A student has exhausted the maximum combined value of re-taken and replacement modules permitted
Confer Intended Award	The student has satisfied all requirements for the intended award as detailed in the Course Specification Form and the intended award is conferred
Decision deferred	A progression decision cannot be made (eg: pending the outcome of procedures related to an alleged assessment offence)
Refer to Fitness to Practise	The student has been referred under the Fitness to Practise procedures within the <i>Rules, Regulations and Procedures for Students</i> .

<sup>62</sup> Further decisions of 'Proceed with Referral' and 'Proceed with Deferral' exist under the Proceed Trailing category to allow, for statistical purposes, the differentiation of students who have academic failure and students who have approved mitigating circumstances. These further decisions are only used at the Semester 2 Awards Board. Where a student's module results include a combination of academic failure and approved mitigating circumstances, a decision of 'Proceed with Referral' is made

<sup>63</sup> Where a student's module results include a combination of academic failure and approved mitigating circumstances, a decision of 'Refer' is made

## Progression for Other Undergraduate Awards and Postgraduate Awards

8.23 As the structure of the Anglia Ruskin awards listed below only contain modules from a single level of study, there are no formal progression requirements for courses leading to these awards:

- Access Certificate;
- University Certificate;
- Higher National Certificate;
- Certificate of Higher Education<sup>64</sup>;
- Certificate of Education;
- University Diploma;
- Graduate Certificate;
- Graduate Diploma;
- Professional Graduate Certificate in Education;
- Postgraduate Certificate in Education;
- Postgraduate Certificate;
- Postgraduate Diploma;
- Master's Degree.

### **(B) Student Review and Continuation**

[NB: THIS SECTION APPLIES ONLY TO ALL STUDENTS TO WHOM SECTION 8(A) ABOVE DOES NOT APPLY]

8.24 A student continues from one level of learning to the next of the course 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 optional modules for their course, 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.

8.25 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 the 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 PSRB.

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<sup>64</sup> Except if approved for an extended course – see Regulations 8.3 and 8.14

### (C) Academic Failure - Discontinuation

- 8.26 A student who has exhausted the maximum combined value of re-taken and replacement modules permitted under Regulations 6.80 and 6.81 above can no longer continue to study towards the intended award for which the student is registered. Such a student is 'discontinued' from the course by the Anglia Ruskin Awards Board (see Regulation 2.33).
- 8.27 Discontinuation is applied as soon as a student meets the criteria specified in Regulation 8.26 above. Any outstanding (re)assessment in any other module(s) is only undertaken if the module(s) is carried forward to an alternative course (including a framework award), if permitted by Regulations 8.28 - 8.31 below.
- 8.28 A student who is discontinued from a course may seek, if the criteria listed in Regulation 8.29 below are satisfied:
- admission to a different course where the credits awarded may be used for the basis of a claim for admission with credit [NB: this option is likely to lead to an extension in the student's overall period of study];
  - 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 courses for the attention of the Anglia Ruskin Awards Board.

- 8.29 A student is eligible for admission to an alternative course (including a Faculty Framework Award) under Regulation 8.28 above provided the student has passed at least 50% of the cumulative credit total (irrespective of level) for the year of the course which the student has reached for the course from which the student has been discontinued (see **Appendix 3** for details of the cumulative credit total for standard full-time and part-time delivery models).
- 8.30 A student who has exhausted the maximum combined value of re-taken and replacement modules permitted under Regulations 6.80 and 6.81 above and is admitted with credit to an alternative course (including one leading to a framework award) is **not** permitted to retake any modules already failed which may be available within the CSF for the alternative course.
- 8.31 A student who is neither eligible for admission, nor chooses to seek admission, to an alternative course (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. If the student wishes to seek re-admission to the course from which the student has been discontinued, the student is required to satisfy the criteria listed in Regulation 4.13 above.

### (D) Accredited Prior Learning

- 8.32 For any Anglia Ruskin award to be conferred, either as an intended or an intermediate award, a minimum of one third of the total credit volume for the award (e.g. 100 credits for an ordinary degree) must have been studied and passed as new learning whilst registered at Anglia Ruskin (including its Associate Colleges).

- 8.33 Marks or grades from accredited prior learning external to Anglia Ruskin University and its Associate Colleges (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.
- 8.34 Marks or grades from accredited prior learning within Anglia Ruskin and its Associate Colleges (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 CSF against which it is mapped;
  - the accredited prior learning has **not** previously contributed to the conferment of an Anglia Ruskin award.
- 8.35 The relevant Deputy Head of Department 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.
- 8.36 For those awards where the classification is calculated on the basis of marks or grades from two or more levels (HNC, HND, Ordinary Degree, Honours Degree and Integrated Master's Degree), any AP(E)L credit awarded at the higher level is included in the total credit volume used to calculate the award classification and is not substituted by an increased volume of credit at the lower level(s) (see Regulations 8.50, 8.52, 8.60, 8.62 and 8.72 below).

#### **(E) Student-initiated Course Transfer**

- 8.37 A student whose academic progress is satisfactory but who wishes to transfer registration from one course to another (which may be a course at a higher or lower level of learning than the current course) must submit a request, in writing, to the Deputy Head of Department responsible for the course to which transfer is sought **before** completion of the original course and conferment of the associated award. The reasons for such a request may be academic, professional, personal or a combination of factors.
- 8.38 The Deputy Head of Department 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 course to which transfer is being proposed.
- 8.39 If the transfer is provisionally approved, the Deputy Head of Department submits a recommendation to the Faculty Student Review Subcommittee(s) responsible for the course on which the student is currently registered and for the course to which transfer has been provisionally approved. The Deputy Head of Department 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).
- 8.40 On receipt of the Deputy Head of Department's recommendation, the Faculty Student Review Subcommittee(s) responsible for the course 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.

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

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

8.42 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 course for which they are registered in terms of the volume and level of credit, as defined in Regulation 2.41, and the requirements of the relevant CSF.

### **(G) Classification of Awards**

8.43 Algorithms for determining the classification for all awards which apply to all courses are detailed in Regulations 8.44 - 8.73 below.

8.44 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.

8.45 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;
- Postgraduate Certificate in Education (Level 7).

8.46 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 course basis (see Regulation 2.41).

8.47 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)*

8.48 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 3 or 4 (or higher).

8.49 The following classifications are determined by the above calculation:

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

### *Higher National Certificate (HNC)*

8.50 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 5 modules (or higher) and the highest results from the appropriate number of level 4 modules to achieve the required total of 120 credits. *[NB: Any AP(E)L credit at level 5 (or higher) is included in the 120 credits and is not substituted by an increased volume of level 4 credit – see Regulation 8.36 above].*

8.51 The following classifications are determined by the above calculation:

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

### *Higher National Diploma (HND)*

8.52 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 5 modules (or higher) and the highest results from the appropriate number of level 4 modules to achieve the required total of 120 credits. *[NB: Any AP(E)L credit at level 5 (or higher) is included in the 120 credits and is not substituted by an increased volume of level 4 credit – see Regulation 8.36 above].*

8.53 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)*

8.54 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 5 (or higher).

8.55 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)*

8.56 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.

8.57 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 6)*

8.58 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 6 or higher.

8.59 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)*

8.60 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 6 modules and the highest results from the appropriate number of level 5 modules to achieve the required total of 165 credits. *[NB: Any AP(E)L credit at level 6 (or higher) is included in the 165 credits and is not substituted by an increased volume of level 5 credit – see Regulation 8.36 above].*

8.61 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), LLB (Hons))*

8.62 If a student is eligible for an Honours Degree, the award classification is determined by calculating the credit weighted arithmetic mean of the best module results totalling 180 credits at levels 5 and 6 of which a minimum of 105 credits are at level 6. *[NB: Any AP(E)L credit at level 6 (or higher) is included in the 180 credits and is not substituted by an increased volume of level 5 credit – see Regulation 8.36 above].*

8.63 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%

*Honours Degree (BOst (Hons))*

8.64 If a student is eligible for a Bachelor of Osteopathy with Honours Degree, the award classification is determined by calculating the credit weighted arithmetic mean of the best module results totalling 240 credits at levels 5 and 6 of which a minimum of 210 credits are at level 6. *[NB: Any AP(E)L credit at level 6 (or higher) is included in the 180 credits and is not substituted by an increased volume of level 5 credit – see Regulation 8.36 above].*

8.65 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 Diploma (PG Dip)*

8.66 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 7 modules.

8.67 The following classifications are determined by the above calculation:

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

*Taught Master's Degree (MA, MSc, MBA, LLM, MOptom, MRes, MCh, MTL, MArch)*

8.68 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 7 modules.

8.69 The following classifications are determined by the above calculation:

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

*Taught Master's Degree (MFA)*

8.70 If a student is eligible for the above taught Master's Degree, the award classification is determined by calculating the credit weighted arithmetic mean of the module results for all level 7 modules.

8.71 The following classifications are determined by the above calculation:

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

*Integrated Taught Master's Degree (MDes, MEng, MLaw, MOst)*

8.72 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 the best module results totalling 240 credits at levels 5, 6 and 7. The calculation must include the results for all level 7 modules and a minimum of 105 credits at level 6. *[NB: Any AP(E)L credit at level 7 is included in the 240 credits and is not substituted by an increased volume of level 6 (and, if necessary, level 5) credit – see Regulation 8.36 above].*

8.73 The following classifications are determined by the above calculation:

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

#### **(H) Aegrotat Awards**

8.74 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.

8.75 Where the course title is linked to PSRB requirements, the name of the aegrotat award conferred is as prescribed on the CSF.

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

- Access Certificate;
- University Certificate;
- University Diploma;
- Graduate Certificate;
- Graduate Diploma;
- Higher National Certificate;
- Higher National Diploma.

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

#### **(J) Posthumous Awards**

8.78 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 Associate College and students registered on distance learning courses. All appeals, including those from students registered at UK and international Associate Colleges are administered by Anglia Ruskin University. Appeals from students registered at international Associate Colleges 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 9.57 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. The *Research Degrees Regulations* (available at [www.anglia.ac.uk/researchregs](http://www.anglia.ac.uk/researchregs)) provide an appeals process at each of the assessment points including for a review of an examination decision in certain circumstances and these procedures are published in the *Research Degrees Regulations*.
- 9.3 In dealing with an academic appeal, privacy and confidentiality are assured unless disclosure is necessary to progress the appeal.
- 9.4 The principal method of communication with an appellant throughout the academic appeals process is the appellant's Anglia Ruskin e-mail account and eVision (the latter is used for the official publication of outcomes and results related to the assessment process). Written letters are sent as e-mail attachments. Communication is not conducted via postal services expect for the final outcome.
- 9.5 If the behaviour of an appellant becomes threatening or abusive during the course of the internal resolution process or a Panel Hearing, then the Director of Studies or Panel Chair respectively is empowered to suspend the process and refer the matter to the Secretary & Clerk under the disciplinary procedures contained within the *Rules, Regulations and Procedures for Students*. The appeal process may resume at a later date, pending the outcome of the disciplinary process.

#### (B) Grounds for an Appeal

- 9.6 A student has the right to appeal against that decision of the Anglia Ruskin Awards Board on the following grounds:
- that there has been a material administrative error, or that the assessment(s) was not conducted in accordance with the Academic Regulations governing the course, or that some other material irregularity has occurred<sup>65</sup>.
- 9.7 The student may **not** appeal on any ground which:
- disputes only the academic judgement of the Anglia Ruskin Awards Board concerning the student's performance in any academic work and/or work-based component of the course;

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<sup>65</sup> This includes an appeal which cites the grounds that the Academic Regulations relating to the mitigation process (6.93 - 6.118 and 7.13 - 7.18) have been applied incorrectly, supported by appropriate evidence

- presents mitigating circumstances to explain that performance in an assessment was adversely affected by illness or other factors unless evidence is provided that a corresponding mitigation claim has been duly submitted to the Anglia Ruskin Mitigation Panel but has not been considered in accordance with the Regulations governing the mitigation process (Regulations 6.93 - 6.118 and 7.13 - 7.18 above).

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

- 9.8 A student wishing to exercise a right of appeal must give notice in writing, using the appropriate proforma which is obtainable 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.
- 9.9 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.
- 9.10 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.
- 9.11 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 he/she thinks is conducive to a better informed judgement.

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

- 9.12 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 (PRP) 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.
- 9.13 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 ground for an appeal, the appeal is upheld and the Director of the Academic Office (or nominee) notifies the appellant accordingly.

- 9.14 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 a PRP<sup>66</sup>. 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. The Director of Studies is permitted to dismiss the appeal on the grounds that the appellant has not engaged with the internal resolution process.
- 9.15 Once an appeal has been lodged with the Director of the Academic Office (or nominee) the appellant may continue and fully engage with the course, undertaking placements and/or elements of assessment or re-assessment without prejudice to the outcome of the appeal, provided that in doing so the appellant 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*.
- 9.16 Any credit attained as an appellant continues and fully engages with the course whilst an academic appeal is being progressed (as permitted in Regulation 9.15) is declared null and void if the appeal is eventually dismissed and where the original decision of the Awards Board was to discontinue the appellant (ie: the Awards Board's original decision is upheld). Therefore, any such credit attained cannot contribute to the conferment of an intended or intermediate award.
- 9.17 The Director of the Academic Office (or nominee) subsequently refers the matter to a PRP to determine whether or not there is a ground for an appeal. The referral includes the recommendation arising from the internal resolution process. The PRP meets, normally within 40 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 9.22 - 9.27. The PRP 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 9.27).
- 9.18 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 neither taught the appellant nor been closely associated with the appellant in any other way.
- 9.19 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 he/she thinks is in the interests of a just outcome. The Investigating Officer reviews the written evidence and reports to a PRP within 15 working days of the date of receipt of the notice of appeal.

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<sup>66</sup> An internal resolution process meeting 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 Associate College or on a module delivered by flexible or distributed learning etc.)

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

- 9.20 The PRP 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 PRP.
- 9.21 The PRP 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 (PRP): Decisions**

- 9.22 If the PRP is satisfied that the notice of appeal and accompanying evidence discloses a 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 9.23 - 9.24).
- 9.23 If the appeal is **not** contested by the Director of Studies, the PRP requests the Director of the Academic Office (or nominee) to uphold the appeal and to notify the appellant of the PRP'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>67</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.
- 9.24 If the appeal is contested by the Director of Studies, the PRP requests the Director of the Academic Office (or nominee) to convene a meeting of an Appeals Panel of the Senate's Academic Regulations Subcommittee.
- 9.25 If the PRP is satisfied that the notice of appeal and accompanying evidence does **not** disclose a ground of appeal, the appellant is informed in writing.
- 9.26 The Secretary keeps a record of the decisions of PRPs.
- 9.27 If an appeal is rejected by the PRP the appellant has the right to have the appeal heard by an Appeals Panel if:
- additional evidence, which was not presented to the PRP, is subsequently submitted by the appellant. The additional evidence must be related to the grounds and reasons cited in the original submission of the appeal. The submission of additional evidence at this stage of the process cannot be used by the appellant as an opportunity to change the grounds of the appeal (eg: citing alternative material administrative error)
- and;**
- the student has engaged with the internal resolution process.

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<sup>67</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.

9.28 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, and supply the required additional evidence, within 15 days of the date of the communication confirming the decision of the PRP. 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**

9.29 If the decision of the PRP is contested by the Director of Studies or the appellant exercises the right to have the appeal formally heard (see Regulations 9.24 and 9.27), 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 PRP requesting the setting up of a hearing.

9.30 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;
- an academic member of staff of Anglia Ruskin University who is not a member of the Faculty in which the appellant is registered nor has 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.

9.31 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 the friend or a representative of the Students' Union.

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

9.32 The PRP 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 there is any objection 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 to the appellant 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 the appellant has a right to be heard at the hearing accompanied, if the appellant so wishes, by a friend;
  - (iv) that in the appellant's unavoidable absence, the appellant may appoint, in writing, a proxy (who may be a member of the Students' Union) to represent the appellant at the hearing;
  - (v) that the appellant 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 the appellant is responsible for informing witnesses in support of the case of the details of the hearing of the Appeals Panel and for securing their attendance at the hearing;
  - (vii) that the appellant is responsible for informing the Secretary of the Appeals Panel as soon as possible of the names of witnesses the appellant proposes to call and whether the appellant 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.

9.33 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**

9.34 The hearing is formal and takes place as soon as is practicable after despatch of written notification of the decision of the PRP.

9.35 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 PSRB which has formally accredited the course for which the appellant is registered.

9.36 Neither Anglia Ruskin University nor the appellant whose appeal is being heard is legally represented during the conduct of a hearing.

9.37 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).

9.38 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 present, the appellant is normally informed of the Panel's recommendation at the conclusion of the hearing.

9.39 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 nominee) normally arranges for the Anglia Ruskin Awards Board (or a small subcommittee<sup>68</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.

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<sup>68</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.

- 9.40 The hearing is conducted in the following sequence:
- the appellant or 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 friend or representative of the Students' Union;
  - final statement by the Director of Studies.
- 9.41 The members of the Panel have the right to put questions to any person attending the hearing.
- 9.42 The Director of Studies and witnesses, the appellant and 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.
- 9.43 If the appellant does not appear at the hearing, the Appeal Panel may proceed to deal with the appeal in the appellant's 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 the appellant has the right of appeal against the Panel's recommendations.

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

- 9.44 The Appeals Panel sits in private and having heard the appeal decides:
- (a) whether the appeal can be upheld;
  - (b) if so, the recommendation to make to the Anglia Ruskin Awards Board;
  - (c) if not, to dismiss the appeal.

#### Powers of the Appeals Panel

- 9.45 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.

### *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.

9.46 The Secretary notifies the appellant of the Panel's decision normally within 10 working days, stating that under Regulation 9.49 the appellant 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.

9.47 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 the appellant wishes under Regulation 9.52 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 a wish to submit a further appeal, the Director of the Academic Office (or nominee) informs the Clerk to the Board of Governors.

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

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

9.49 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.

9.50 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.

9.51 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 9.52 - 9.55.

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

9.52 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 9.49);

#### **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 9.51).

9.53 Any further appeal under Regulation 9.52 (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.

9.54 Any further appeal under Regulation 9.52 (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.

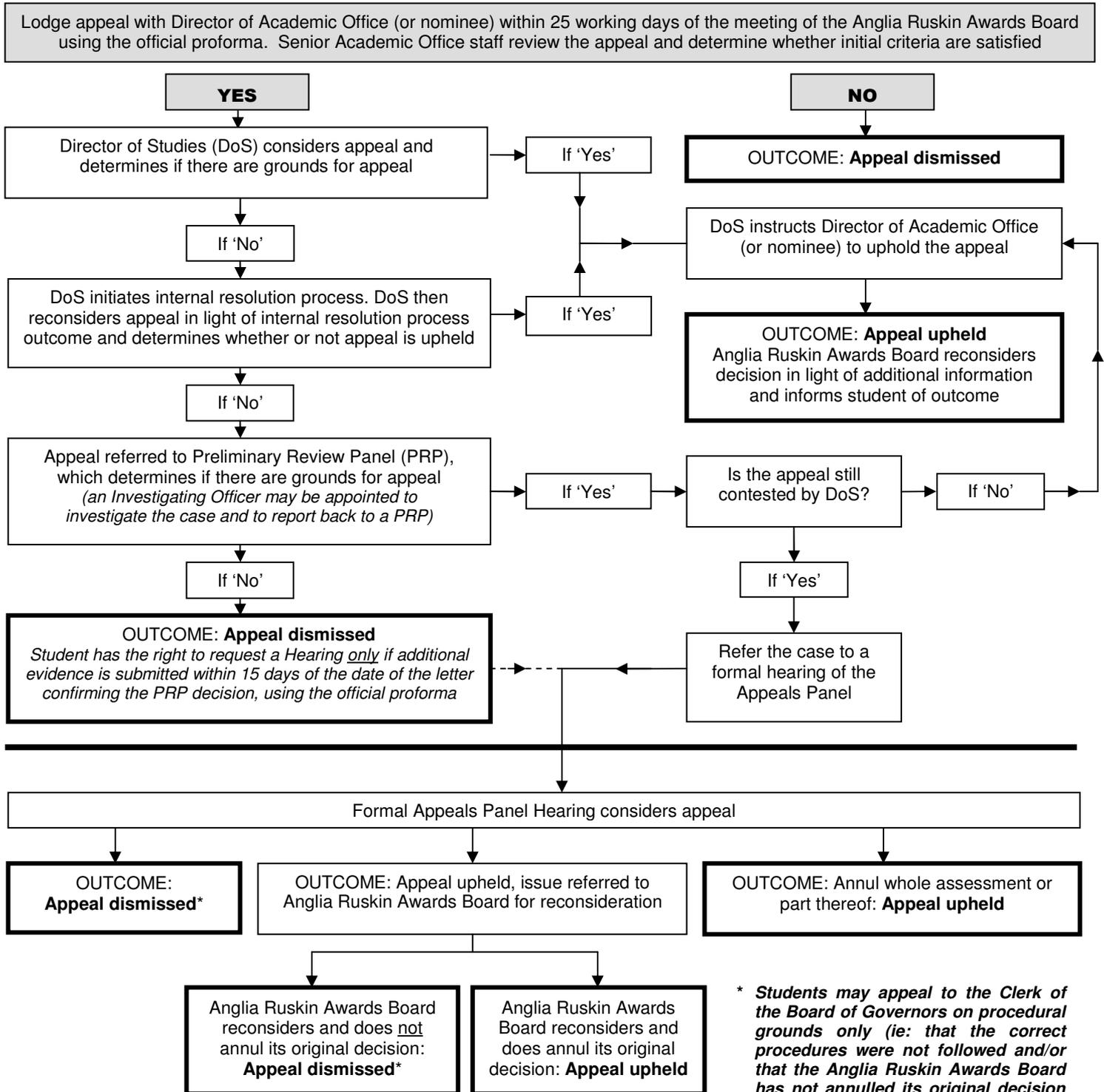
9.55 The Clerk to the Board of Governors convenes an Appeals Committee of the Board of Governors to consider the further appeal in accordance with the procedures described in *Rules, Regulations and Procedures for Students*.

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

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

9.57 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). The only grounds on which you may appeal against a decision are if a material administrative error which directly impacts on your assessment has occurred or the assessment was not conducted according to the Regulations.



## 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 these principles weakens the community, both individually and collectively, and diminishes 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 Associate College, students registered on distance learning courses and students registered for Part 1 of a Professional Doctorate programme. All Associate Colleges 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.
- 10.6 The principal method of communication with a student throughout the assessment offences process is the student's Anglia Ruskin e-mail account and eVision (the latter is used for the official publication of outcomes and results related to the assessment process). Written letters are sent as e-mail attachments. Communication is not conducted via postal services except for the issuing of Completion of Procedures Letters in accordance with procedures for the Office of the Independent Adjudicator (see Regulation 10.55 below).
- 10.7 If the behaviour of a student becomes threatening or abusive during Stage 1 or Stage 2 of the process detailed below, then the Director of Studies or Panel Chair respectively is empowered to suspend the process and refer the matter to the Secretary & Clerk under the disciplinary procedures contained within the *Rules, Regulations and Procedures for Students*. The process may resume at a later date, pending the outcome of the disciplinary process.

## **(B) Definitions**

### “Assessment Offence”

- 10.8 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).
- 10.9 An assessment offence may be committed in relation to work undertaken for any assessment method used by Anglia Ruskin University and its Associate Colleges.
- 10.10 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 student;
  - causing any disturbance (and continues to do so after warning) such as disruption caused by a mobile telephone, shouting, talking, whispering, eating and/or drinking;
  - 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”

- 10.11 For the purpose of these Academic Regulations, multiple concurrent offences are cases where a student has committed more than one offence of the same nature within the same semester or trimester AND where the process for considering the former offence(s) has not been concluded (at either Stage 1 or Stage 2) by the time the student undertakes/submits the latter assessment task(s) where an offence is committed. 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.
- 10.12 Plagiarism and collusion are common forms of assessment offence. They are defined as follows:

#### “Plagiarism”

- 10.12.1 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.

10.12.2 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.

10.12.3 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”

10.12.4 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.

10.12.5 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**

10.13 Any suspicion of an assessment offence during the marking process for assessed work which is not a formal examination (see Regulation 6.8, footnote 34, 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 20 working days<sup>69</sup> of the original submission (or extended) deadline for consideration under Regulations 10.17 and 10.18.

10.14 An allegation of an assessment offence which is brought to the attention of the Faculty's Director of Studies after 20 working days<sup>69</sup> have passed since the original submission (or extended) deadline can only be progressed if new evidence which leads to the allegation emerges that was not previously available. The Faculty Director of Studies must be satisfied that a case for progressing the allegation exists, based only on the new evidence.

10.15 On occasion, an allegation pursued under Regulation 10.14 above may, if proven, require the retraction of credit previously awarded for the module(s) in question. In such cases, the Chair of the Academic Regulations Subcommittee seeks the authority of the Vice-Chancellor (as the Chair of the Senate) to retract the credit and amend the student's academic record accordingly.

10.16 A student whom an invigilator believes to be using unfair means during a formal examination (including unauthorised aids, copying or communicating with others) or breaches any other examination regulation (Regulations 6.119-6.146 above) is so informed and the answer book is marked at the appropriate place. Unless the candidate is required to leave the examination room under any other Regulations, the candidate 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.

10.17 The Director of Studies is responsible for determining if there is sufficient evidence that an assessment offence has occurred and, in so doing, determines the nature of the formal allegation to be put to the student (eg: plagiarism, collusion etc.). 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.

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<sup>69</sup> 30 working days for a Major Project module

- 10.18 Where the Director of Studies believes that no assessment offence of any nature has occurred a formal allegation is not made against the student and no further action is taken. For assessed work at levels 3 and 4, the Director of Studies may deem a student's first allegation of plagiarism or collusion to be an example of poor academic practice<sup>70</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.
- 10.19 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.
- 10.20 If a student's first allegation of plagiarism or collusion occurs at levels 5, 6 or 7, 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.
- 10.21 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.

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

- 10.22 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 asking for a response to the allegation within 15 working days of the date of the letter (the response may constitute a meeting<sup>71</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.
- 10.23 If the student admits to the offence, the Director of Studies confirms the assessment offence and appropriate penalty, as prescribed in Regulations 10.56 - 10.57, 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).
- 10.24 If no response is received from the student within 15 working days, the student is deemed as not contesting the allegation and, therefore, admitting to the offence and the process outlined in Regulation 10.23 is applied.

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<sup>70</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

<sup>71</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 Associate College or on a module delivered by flexible or distributed learning etc.)

- 10.25 In all cases where a student admits (or fails to respond) to the allegation as a first offence the student is invited to arrange an interview with the Dean of Faculty (or a nominee) where the student is told of the seriousness of the offence and receives advice on good academic practice and the accepted conventions in the preparation of work in whatever form it takes.
- 10.26 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 10.27 - 10.44.

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

- 10.27 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>72</sup>.
- 10.28 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);
  - a member of academic staff of Anglia Ruskin University who is not a member of the Faculty in which the student is registered nor has 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.

The Director of the Academic Office (or nominee) acts as the Executive Officer and minutes the Panel meeting and deliberations.

- 10.29 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 friend or a representative of the Students' Union.
- 10.30 Neither Anglia Ruskin University nor the student whose case is being heard is legally represented during the conduct of a hearing.
- 10.31 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 10.22).
- 10.32 Anglia Ruskin University reserves the right to involve such other individuals at the hearing as it thinks appropriate to the presentation of the case.
- 10.33 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;

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<sup>72</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 Associate College or on a module delivered by flexible or distributed learning etc.)

- witnesses in support of the allegation;
  - the student (or 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 witnesses;
  - final statement by student (or friend) who is the subject of the allegation.
- 10.34 The members of the Panel have the right to put questions to any person attending the hearing.
- 10.35 The Director of Studies (or nominee) and witnesses, the student who is the subject of the allegation and 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.
- 10.36 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 the student's absence provided the Panel membership is satisfied that the student has received proper and timely notification of the Panel hearing.
- 10.37 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.
- 10.38 If the Panel concludes that the case has not been proved, the allegation is dismissed and no further action is taken.
- 10.39 If the Panel concludes that an assessment offence has been proved, the appropriate penalty, as prescribed in Regulations 10.56 - 10.57, is implemented.
- 10.40 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 10.52 - 10.54, 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.
- 10.41 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).
- 10.42 If the student indicates a wish to submit an appeal, the Executive Officer informs the Clerk to the Board of Governors within three working days (see Regulations 10.52 - 10.54).
- 10.43 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.
- 10.44 A report of the hearing is submitted to the Academic Regulations Subcommittee for information.

## (F) Penalties

10.45 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;
- whether the offence is the student's first, second or subsequent offence (see Regulation 10.48 below).

10.46 Table 10A (Regulation 10.56) 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.

10.47 Table 10B (Regulation 10.57) 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.

10.48 The 'count' of the number of assessment offences for a student does not continue for separate registrations between an undergraduate and a postgraduate course. In such cases, the 'count' is reset to zero for a student registered on a postgraduate course irrespective of any assessment offences committed in a previous registration on an undergraduate course<sup>73</sup>. The 'count' is maintained for separate registrations on courses at the same (undergraduate or postgraduate) level<sup>74</sup>.

10.49 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.

10.50 If during Stage 1 or 2 of the process, the student provides evidence of extenuating circumstances that the student asserts directly led to the assessment offence being committed, such information does NOT impact on 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 extenuating circumstances, the prescribed penalty is exceptionally inappropriate, the Director of Studies (following consultation with two other Directors of Studies) or the Panel can, at his/her/its discretion, review the default penalty and propose an alternative penalty in light of the extenuating circumstances presented by the student. The application of an alternative penalty must be supported by relevant documentary evidence. The Academic Regulations Subcommittee monitors the extent to which such discretion is exercised.

10.51 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.

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<sup>73</sup> An integrated master's degree (incorporating levels 4-7 in a single course) is considered as a single registration

<sup>74</sup> Examples: foundation degree to honours degree; intended award to framework award; PG Cert to MA/MSc; course transfers

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

- 10.52 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.
- 10.53 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 10.40). 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.
- 10.54 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**

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

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

Level of Study	First Offence <sup>75</sup>		Second Offence (see Regulation 10.48)		Third or Subsequent Offence (see Regulation 10.48)
	COMMITTED IN INITIAL ASSESSMENT	COMMITTED IN RE-ASSESSMENT	COMMITTED IN INITIAL ASSESSMENT	COMMITTED IN RE-ASSESSMENT	COMMITTED IN INITIAL ASSESSMENT OR RE-ASSESSMENT
LEVEL 3 or 4 <sup>75</sup>	<p>Mark of 0% awarded and overall module result of Fail<sup>76</sup></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 and overall module result of Fail<sup>76</sup></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 and overall module result of Fail<sup>76</sup></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 and overall module result of Fail<sup>76</sup></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 5 or 6	<p>Mark of 0% awarded and overall module result of Fail<sup>76</sup></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>Warning letter is placed on record in student file</p> <p>Academic counselling</p>	<p>Mark of 0% awarded and overall module result of Fail<sup>76</sup></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>Module result compulsorily included in classification calculation</p> <p>Warning letter is placed on record in student file</p> <p>Academic counselling</p>	<p>Mark of 0% awarded and overall module result of Fail<sup>76</sup></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 (this may result in a lower award classification but not a failed award)</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, deferral of conferment of award by six months</p> <p>Warning letter is placed on record in student file</p> <p>Academic counselling</p>	<p>Mark of 0% awarded and overall module result of Fail<sup>76</sup></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 (this may result in a lower award classification but not a failed award)</p> <p>For unclassified awards only, deferral of conferment of award by six months</p> <p>Warning letter is placed on record in student file</p> <p>Academic counselling</p>	Recommended Expulsion

<sup>75</sup> A first allegation of plagiarism or collusion at levels 3 or 4 may be deemed by the Director of Studies to be poor academic practice. See Regulation 10.18 for further details.  
<sup>76</sup> Compensation of the module is not permitted

LEVEL 7	<p>Mark of 0% awarded and overall module result of Fail</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 (this may result in a lower award classification but not a failed award)</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 and overall module result of Fail</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 (this may result in a lower award classification but not a failed award)</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
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10.57 Table 10B - Penalties to be applied for an assessment offence proved at a Panel Hearing (during Stage 2)

Level of Study	First Offence		Second Offence (see Regulation 10.48)		Third or Subsequent Offence (see Regulation 10.48)
	COMMITTED IN INITIAL ASSESSMENT	COMMITTED IN RE-ASSESSMENT	COMMITTED IN INITIAL ASSESSMENT	COMMITTED IN RE-ASSESSMENT	COMMITTED IN INITIAL ASSESSMENT OR RE-ASSESSMENT
LEVEL 3 or 4	<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 5 or 6	<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 7	<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



## SECTION 11

### RESULTS, CONFERMENT, AWARD CERTIFICATES AND TRANSCRIPTS<sup>77</sup>

#### (A) Publication of Results

- 11.1 The Director of the Academic Office (or nominee) is responsible for the publication to students (including students registered at a UK or international Associate College) of all module results and all decisions on student continuation and the conferment of an Anglia Ruskin award. No other member of staff is authorised to release such results or decisions, unless the Senate has agreed otherwise.
- 11.2 The publication of module results and decisions on student continuation and the conferment of an Anglia Ruskin award is normally made electronically to students individually via e-Vision.
- 11.3 In certain circumstances it may be necessary to communicate results and/or decisions either by letter to individual students and/or on an official Anglia Ruskin University noticeboard. In the latter case the provisions of the 1998 Data Protection Act are observed and students who have opted not to have their results notified in this way will be omitted from any listings placed on official Anglia Ruskin University noticeboards. Under no circumstances may results and/or decisions be released to students by telephone.
- 11.4 No results or decisions are published until the full cycle of Anglia Ruskin University's two-tiered assessment process has been completed, as set out in Section 7 of these Academic Regulations. Results and/or decisions are published only after they have been approved by the formally constituted Anglia Ruskin Awards Board whose decisions have been endorsed by the signature of at least one External Examiner on the results documentation in accordance with the *Senate Code of Practice on External Examiners for Taught Courses* (available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)).
- 11.5 The Director of the Academic Office (or nominee) publishes to students during each teaching/learning period a final date by which the results and decisions related to that period will be communicated to students.
- 11.6 Students are entitled to receive feedback from module tutors on assessed work when it is returned to them. Such feedback clearly states that the mark awarded for the assignment is provisional and is subject to internal and external moderation and that the final mark for an item of assessment and the overall module result is published by the Director of the Academic Office (or nominee) only after they have been approved by the Anglia Ruskin Awards Board.

#### (B) Conferment of Anglia Ruskin Awards

- 11.7 The authority to confer an award on behalf of Anglia Ruskin University rests solely with the Senate. The Senate may delegate its responsibility for such matters to the Anglia Ruskin Awards Board. No certificates, records, transcripts or similar documentation may be issued in the name of Anglia Ruskin University unless prior authorisation has been given by, or on behalf of, the Senate.
- 11.8 An Anglia Ruskin award may be conferred only on students who have satisfied the general requirements for students, as set out in Regulation 3.40 of these Academic Regulations, and who have subsequently been recommended for the conferment of an award by the formally constituted Anglia Ruskin Awards Board.

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<sup>77</sup> These Academic Regulations do **not** cover the provision of Certificates of Credit or Certificates of Attendance which are requested by certain PSRBs for students for students completing certain modules which do not lead to an Anglia Ruskin award

11.9 Conferment of an award is withheld from any student who has not fulfilled a legitimate requirement of Anglia Ruskin University, including the settlement of any outstanding debt to Anglia Ruskin University or to an Associate College at which the student has studied in partial or complete fulfilment of the academic requirements of the course for which the student is registered.

### **(C) Award Certificates**

11.10 Anglia Ruskin University provides an award certificate to each student on whom it confers an award.

11.11 Such certificates record:

- the name of Anglia Ruskin University;
- the full name of the student as entered on Anglia Ruskin University's Student Record System. It is the responsibility of the student to ensure that this information is correctly entered;
- the award title as defined in Regulation 2.1 of these Academic Regulations;
- the approved course title;
- any award classification, as appropriate (e.g. upper second class honours, merit or distinction);
- the month and year of the Anglia Ruskin Awards Board meeting at which the recommendation to confer the award was made;
- subject to the prior approval of the Senate, the name of any Associate College with whom Anglia Ruskin University has collaborated in relation to the named award; *[NB: this currently does not apply to any Associate College]*
- a reference to the existence of a transcript, if the principal language of instruction for the award is not English and/or the language of assessment is not English<sup>78</sup>
- an appropriate reference if the award includes credit based on accredited prior certificated learning (APCL) or accredited prior experiential learning (APEL).

11.12 The certificate bears the signature of the Vice-Chancellor.

11.13 The Director of the Academic Office (or nominee) is responsible for the provision of all award certificates, prepared in secure conditions and in a format designed to minimise the risk of forgery.

11.14 The Director of the Academic Office (or nominee) is also responsible for maintaining a record of the names of all recipients of an academic award conferred by Anglia Ruskin University.

### **(D) Transcripts**

*[NB The provision, structure and content of transcripts are subject to Anglia Ruskin University's progressive implementation of the Bologna Process, including provision of the "Diploma Supplement" and the Higher Education Achievement Report (HEAR)]*

11.15 The purpose of a transcript is to provide a formal, verifiable and comprehensive record of a student's learning. It is designed to meet the needs of those who require such information, including employers, PSRBs and admissions tutors at higher education institutions.

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<sup>78</sup> This reference is to satisfy the expectations contained within Section B10 of the QAA's UK Quality Code for Higher Education (December 2011). The requirement does not apply to courses (or their constituent modules) relating to the study of a foreign language where the principal language of assessment is also the language of study

- 11.16 Anglia Ruskin University routinely provides all students with an individual, updated transcript on completion of the assessment cycle at the end of each teaching/learning period.
- 11.17 The transcript contains:
- the full name of the student as entered on Anglia Ruskin University's Student Record System. It is the responsibility of the student to ensure that this information is correctly entered;
  - the award and course title for which the student is currently registered;
  - a record of the outcome of every module in which the student has been assessed (whether or not the student has passed the module) with details of the module title, level, credit volume, module result and date of completion;
  - where appropriate, the award conferred on the student. This may be an intermediate award rather than the award for which the student was originally registered;
  - the date of publication of the transcript, namely the month and year of the Anglia Ruskin Awards Board meeting at which the most recent module results were confirmed;
  - the name of any Associate College with whom Anglia Ruskin University has collaborated in relation to the named award;
  - a reference to the principal language of instruction for the award if this is not English<sup>79</sup>;
  - a reference to the language of assessment for the award if this is not English<sup>79</sup>;
  - an appropriate reference to the award of any credit based on APCL or APEL.
- 11.18 The reverse of the transcript contains a glossary of terms and abbreviations used in the transcript.
- 11.19 All transcripts are published by the Academic Office in accordance with these Academic Regulations and are subject to any detailed guidelines agreed by the Senate or published by external bodies or agencies.

### **(E) Retracting Anglia Ruskin Credit or an Award after Conferment**

- 11.20 On rare occasions, it may become apparent that Anglia Ruskin credit has been awarded to, and/or an Anglia Ruskin award has been conferred on, a student who was admitted to Anglia Ruskin University on the basis of forged documents or who has gained unfair advantage in some other way. Alternatively, some other form of deception has occurred.
- 11.21 In the event that such evidence comes to light, the matter is referred to the Secretary & Clerk who considers the evidence and is responsible for determining whether a case exists against the holder of the credit and/or award. Where the Secretary & Clerk considers there to be insufficient evidence, the matter is dropped and no further action is taken.
- 11.22 If the Secretary & Clerk considers that a case does exist, he/she discusses the matter with the Vice-Chancellor who together determine the most appropriate action to take. In reaching this decision, the Vice-Chancellor and Secretary & Clerk consider the need to maintain the integrity and reputation of Anglia Ruskin's awards and academic standards. Such action can include the retraction of any or all credit and/or awards already awarded or conferred by Anglia Ruskin and formal notification of such action to relevant PSRBs. The Director of the Academic Office maintains a record of such decisions and these are reported to the next scheduled meeting of the Senate.

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<sup>79</sup> This reference is to satisfy the expectations contained within Section B10 of the QAA's UK Quality Code for Higher Education (December 2011). The requirement does not apply to courses (or their constituent modules) relating to the study of a foreign language where the principal language of assessment is also the language of study



# APPENDICES



### Where to Find Anglia Ruskin's Key Regulatory and Policy Documents

Document	URL
Academic Regulations	<a href="http://www.anglia.ac.uk/academicregs">www.anglia.ac.uk/academicregs</a>
Assessment Regulations (a subset of the Academic Regulations)	<a href="http://www.anglia.ac.uk/academicregs">www.anglia.ac.uk/academicregs</a>
Research Degrees Regulations	<a href="http://www.anglia.ac.uk/researchregs">www.anglia.ac.uk/researchregs</a>
Rules, Regulations and Procedures for Students	<a href="http://www.anglia.ac.uk/keydocuments">www.anglia.ac.uk/keydocuments</a>
Quality Assurance & Enhancement at Anglia Ruskin University: An Overview	<a href="http://www.anglia.ac.uk/codes">www.anglia.ac.uk/codes</a>
Senate Codes of Practice on: <ul style="list-style-type: none"> <li>• <i>Admissions</i></li> <li>• <i>The Assessment of Students</i></li> <li>• <i>Collaborative Provision</i></li> <li>• <i>Curriculum Approval and Review</i></li> <li>• <i>External Examiners for Taught Courses</i></li> <li>• <i>Research Degrees</i></li> <li>• <i>Work Based and Placement Learning</i></li> </ul>	<a href="http://www.anglia.ac.uk/codes">www.anglia.ac.uk/codes</a>
Constitution of the Senate and its Standing Committees	<a href="http://www.anglia.ac.uk/constitution">www.anglia.ac.uk/constitution</a>
Anglia Ruskin's Student Handbooks	<a href="http://www.anglia.ac.uk/keydocuments">www.anglia.ac.uk/keydocuments</a>
Student Charters for: <ul style="list-style-type: none"> <li>• Taught Students</li> <li>• Research Degree Students</li> <li>• Distance Learning Students</li> </ul>	<a href="http://www.anglia.ac.uk/keydocuments">www.anglia.ac.uk/keydocuments</a>
Fitness to Study Policy	<a href="http://www.anglia.ac.uk/keydocuments">www.anglia.ac.uk/keydocuments</a>
Academic Calendars	<a href="http://www.anglia.ac.uk/calendar">www.anglia.ac.uk/calendar</a>
Anglia Ruskin's Module Search Engine	<a href="http://www.anglia.ac.uk/modules">www.anglia.ac.uk/modules</a>
Anglia Ruskin's Module Catalogue	<a href="http://www.anglia.ac.uk/modulecatalogue">www.anglia.ac.uk/modulecatalogue</a>



**Minimum and Maximum Periods of Registration for Students  
Admitted with Accredited Prior Learning (APL)**

Regulation 3.37 sets out the standard minimum and maximum periods of registration for all awards and refers users to this appendix for further information with regard to students admitted with APL.

<b>Awards</b>	<b>Admitted with (credits)</b>	<b>To study (credits)</b>	<b>Minimum Period</b>	<b>Maximum Period</b>
Honours Degree	240 180-225 120-165 60-105 15-45	120 135-180 195-240 255-300 305-345	1 year 1½ years 2 years 2½ years 3 years	3 years 4½ years 6 years 7½ years 9 years
Ordinary Degree	180-195 120-165 60-105 15-45	105-120 135-180 195-240 255-285	1 year 1½ years 2 years 2½ years	3 years 4½ years 6 years 7½ years
Foundation Degree / Dip HE / HND	120-150 60-105 15-45	90-120 135-180 195-225	1 year 1½ years 2 years	3 years 4½ years 6 years
Acc Cert / Cert HE / Cert Ed / HNC / Univ Dip / PGCE (Level 6) / PG Dip / Grad Dip	60-75 15-45	45-60 75-105	½ year 1 year	2 years 3 years
Univ Cert	45-60 15-30	45-60 75-90	½ year 1 year	2 years 3 years
Grad Cert	15-45	30-60	½ year	2 years
PG Cert / PGCE (Level 7)	15-30	30-45	½ year	2 years
Masters (second cycle)	120 60-105 15-45	60 75-120 135-165	½ year 1 year 1 year	2 years 3 years 4½ years
Masters (first and integrated)	300-315 240-285 180-225 120-165 60-105 15-45	165-180 195-240 255-300 315-360 375-420 435-465	1½ years 2 years 2½ years 3 years 3½ years 4 years	4½ years 6 years 7½ years 9 years 10½ years 12 years

Please note that these periods apply to all students, irrespective of the mode of study (ie: there is no differential between full-time and part-time students) and include any periods of intermission and additional time required as a result of mitigating circumstances.



### Part-time Course Delivery Models

Regulations 3.15 and 8.29 refer to the course delivery models that are permitted for part-time courses, including the cumulative total of credit for each year of such courses. The tables below detail these structures for the three models of part-time delivery based on a typical honours degree course. The same principles are applied to courses leading to other awards. The full-time model is provided to facilitate comparison.

60 credit (6 year) part-time model

Year	Credit Allocation	Cumulative Total
1	60 credits at level 4	60
2	60 credits at level 4	120
3	60 credits at level 5	180
4	60 credits at level 5	240
5	60 credits at level 6	300
6	60 credits at level 6	360

75 credit (5 year) part-time model

Year	Credit Allocation	Cumulative Total
1	75 credits at level 4	75
2	45 credits at level 4 and 30 credits at level 5	150
3	75 credits at level 5	225
4	15 credits at level 5 and 60 credits at level 6	300
5	60 credits at level 6	360

90 credit (4 year) part-time model

Year	Credit Allocation	Cumulative Total
1	90 credits at level 4	90
2	30 credits at level 4 and 60 credits at level 5	180
3	60 credits at level 5 and 30 credits at level 6	270
4	90 credits at level 6	360

120 credit (3 year) full-time model

Year	Credit Allocation	Cumulative Total
1	120 credits at level 4	120
2	120 credits at level 5	240
3	120 credits at level 6	360



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