

## **Assessment and Award Regulations and Mandatory Procedures 2013-14<sup>1</sup>**

**For students at the University of South Wales  
completing awards previously validated by the  
University of Wales, Newport<sup>2</sup>**

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<sup>1</sup> Whilst integration continues, during 2013/14, these regulations are subject to changes in respect of structures, roles and responsibilities

<sup>2</sup> Students who have returned to complete a programme started under the University of Wales, Newport regulations (having progressed from the first stage(s) of the programme) or students who have gained advanced entry to join such a programme (beyond the first stage, with accreditation of prior achievement)



# University of South Wales Student Assessment and Award Regulations 2013-14 for students completing awards previously validated by the University of Wales, Newport

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\*The Award Regulations for the degrees of Master of Philosophy (C5), Doctor of Philosophy (C5), Doctor of Philosophy by Published Works (C5A) and Professional Doctorate (C5B) are published separately.

## **A Notice of Assessment and Award Regulations**

- A1 This document applies to the academic year 2013-14, to students who have returned to complete a programme started under the University of Wales, Newport regulations (having progressed from the first stage(s) of the programme) or students who have gained advanced entry to join such a programme (beyond the first stage, with accreditation of prior achievement).
- A2 Awards of the University of Wales offered through the University of South Wales, are governed by these Assessment and Award Regulations. Where the awards are made by a separate awarding body, additional regulations may also apply.
- A3 Any exemption or variation to these Assessment Regulations shall require the approval of the Academic Board. Any change to the Assessment Regulations shall require the approval of the Academic Board. Any exemption, variation or change to the Award Regulations shall require the approval of the Academic Board.
- A4 At the commencement of the academic year, each student on a University of Wales Award, or other applicable award previously validated by the University of Wales, Newport, shall be given either a copy of this document or details of how to access it electronically. Students are responsible for ensuring that they adhere to the contents of this document and any related documentation distributed by the Faculties. If they are unclear about any of the contents students should seek advice from the Quality Unit or members of the Faculty Administration.





## **B Assessment Regulations 2013-14**





## B1 Curriculum and credits

B1.1 Within the University's curriculum framework, credit levels<sup>3</sup> in relation to qualification levels<sup>4</sup> are defined as follows:

Level 2	(OCN)
Level 3	(OCN)/Level 0 (Foundation)
Level 4	Certificate (C)
Level 5	Intermediate (I)
Level 6	Honours (H)
Level 7	Master's (M)
Level 8	Doctoral (D)

B1.2 The volume of credit required to progress between levels and to qualify for an award shall be as specified in the Award Regulations.

B1.3 The University adopts the credit structure within the Credit and Qualification Framework for Wales (CQFW). In addition, all equivalent credits from the European Credit Transfer Scheme (ECTS) should be shown alongside CQFW credits in relevant documentation (prospectuses and other promotional material, definitive programme documents, programme specifications, student handbooks, and transcripts). One ECTS credit equates to two CQFW credits. At overall award level, therefore, the following equivalences apply:

Award	CQFW Level	CQFW Credits	ECTS Credits
<b>POSTGRADUATE</b>			
Professional Doctorate	8	540	270
Master's Degree	7	180	90
PG Diploma	7	120	60
PC Certificate	7	60	30
<b>GRADUATE</b>			
Graduate Diploma	6	120	60
Graduate Certificate	6	60	30
<b>UNDERGRADUATE</b>			
Honours Degree	6	360	180
Foundation Degree	5	240	120
Dip HE	5	240	120
HND	5	240	120
HNC	5	120	60
Cert HE	4	120	60

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<sup>3</sup> As defined in the *Credit and Qualification Framework for Wales* (Welsh Assembly Government 2009)

<sup>4</sup> As defined in the *Framework for Higher Education Qualifications in England, Wales and Northern Ireland* (QAA, 2001)

- B1.4 All programmes of study are designed on the basis that one credit is deemed equivalent to ten notional hours learning time, including assessment. The total credit-rating reflects the estimated time that students need to achieve the specified learning outcomes.
- B1.5 A candidate is required to register for a distinct academic award as outlined in the Award Regulations, to enrol at the beginning of each academic session for modules that contribute towards that award and to meet requirements associated with payment of fees.

## **B2 Marking scale**

- B2.1 All final grades for taught modules shall normally be expressed as combined alphabetical and numerical grades in accordance with the following schedule (Year 1 modules may be assessed using pass/fail grades):

<b>Grade</b>	<b>Description</b>
A16 A15 A14	Outstanding work (on a first degree this would be equivalent to First Class Honours quality).
B13 B12 B11	Above average/very good work (on a first degree this would be equivalent to Upper Second Class Honours quality).
C10 C 9 C 8	Average/good work (on a first degree this would be equivalent to Lower Second Class Honours quality).
D 7 D 6 D 5	Satisfactory work (on a first degree this would be equivalent to Third Class Honours quality). D5 shall be the maximum grade assigned for the successful completion of any element of assessment in a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module.
E 4	Marginal Fail.
F 3 F 2 F 1	Fail (for condonement purposes a minimum grade of F2 is required as evidence of a reasonable attempt to pass the assessment).
0 (Zero)	Fail: No assessment recorded or incomplete submission.

<b>Grade</b>	<b>Description</b>
Z	Fail: Grade cancelled for an assessment offence.
Def	Deferred: Assessment deferred for valid reasons approved by the Examination Board.

B2.2 In accordance with the above schedule:

- (a) Grade A16 shall indicate work of the highest standard and D5 shall be the bare pass grade.
- (b) Grade E4 shall be a marginal fail grade, grades F1 to F3 shall be fail grades, grade 0 shall be a fail grade arising because the candidate has not attended a formal examination or submitted course work and there is no valid reason as determined by the Examination Board, and grade Z shall be a fail grade where the grade on merit has been cancelled owing to an assessment offence.
- (c) Grade Def ('Deferred') shall be a grade used to indicate that the candidate has not attended a formal examination or submitted course work but has submitted medical or other evidence considered by the University to construe valid reason and on account of which the candidate is required to be assessed by a date determined by the Examination Board. Unless the postponed assessment was a retrieval attempt, the candidate shall be assessed in the deferred examination as if for the first time.

B2.3 All assessment elements in a module must be attempted and a candidate must, in addition to achieving a minimum average grade of D5 for a module, achieve at least an E4 in all elements in order to achieve credit. Failure to attempt all assessment elements in a module shall result in the award of grade 0.

B2.4 If the average numeral grade for a module has a decimal place, the examination board should round the grade using the convention that a decimal of 0.5 or above shall be rounded to the next highest integer and a decimal point of less than 0.5 shall be rounded to the next lowest integer.

B2.5 The terms 'deferred', 'referred', 'retrieval', 'resit' and 'repeat' shall be defined as follows:

Deferred: This denotes the postponement of the assessment process (see B2.2(c)).

Referred: Candidates are referred when they have failed to satisfy the Examination Board in an element of assessment and are offered a second opportunity to attain a satisfactory standard.

Retrieval: Denotes the second opportunity to attain a satisfactory standard. Such an opportunity may include a Resit - a formal

examination being taken for the second time, following failure to satisfy the Board.

Repeat: denotes an opportunity to attain a satisfactory standard after repeating part of the programmes.

B2.6 Except where a candidate has repeated a full year of study, D5 shall be the maximum grade assigned for the successful completion of any element of assessment in a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module.

B2.7 For the purposes of award and progression decisions, in very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), if it is satisfied that there are reasonable grounds, and with express approval of the candidate(s) concerned, the Examination Board may allow a final module grade to be extrapolated from assessment results available for the module, subject to at least 50% of the module assessment results being available. This provision shall only apply with the express approval of the relevant external examiner and Chair or Deputy Chair of the Academic Board.

This provision would only apply:

- In the case of finalists, to module credit over and above that already included in the "two thirds of credit" which can exceptionally be used to award a qualification, as in for example C1.17
- In the case of progression candidates, to module credit over and above that normally required for progression, as in Section C, Annex 1.

This applies to all programmes except for OCN validated programmes, MPhil, PhD, Prof Doc and for Master's dissertations.

### **B3 Accreditation of prior achievement**

B3.1 The accreditation of prior achievement (APA) is the process by which a candidate's prior learning and achievement is deemed to count towards the requirements for an award. Such learning and achievement may have been previously assessed and certificated by another institution (certified learning), or may have been obtained outside formal education and training (experiential learning). In both cases, the learning and achievement must be relevant to the programmes to be pursued at the University of South Wales and must normally have taken place not more than five years before enrolment on that programmes. Certified learning must have been completed at an institution recognised by the University for the purpose of satisfying its policy on credit accumulation and transfer.

- B3.2 Normally the maximum amount of prior achievement that may be accredited by the University is one half of the total credit volume of the programmes to be pursued. Accreditation to a maximum of two thirds of the total credit volume may be approved in exceptional cases. Where the maximum of two thirds of the total credit volume is approved as APA, students are required to successfully achieve the remaining credits contributing to the award. APA will be approved for whole modules only unless the Regulations Committee has exceptionally approved a variation to this regulation for particular module(s) upon the request of the Faculty.
- B3.3 Responsibility rests with the candidate to make a claim for accreditation and to support it with suitable evidence. Guidance on preparing and submitting such claims, and the criteria by which they will be assessed, shall be specified and published by the University.
- B3.4 Candidates should identify their intention to request accreditation at the point of applying for a programme. Where possible, claims should be submitted and processed prior to enrolment. Where such prior submission has not been possible, candidates should commence studies on any semester 1 modules for which exemption is sought, but should expect that they will receive an outcome in time to withdraw from the modules by no later than 4.30 pm on the Friday of the third week of the semester, subject to the minimum credit requirement that a full-time candidate must be registered for no less than 50 credits per semester.
- B3.5 The provisions of B3.4 notwithstanding, requests for accreditation of achievement that occurs after a programme has commenced shall be considered using the procedures outlined in B3.6 and B3.7.
- B3.6 Claims for accreditation matching up to one half of the credit volume of the programmes shall be assessed by the relevant School and approved by the Faculty Board. The Faculty shall notify the candidate of the outcome. Details of successful claims shall be reported to Student Administration by the Faculty's APA coordinator.
- B3.7 Claims for accreditation matching more than one half of the credit volume of the programmes shall be assessed by the relevant School and then referred, via the Faculty's APA coordinator and Quality Unit, for approval by the Student Affairs Panel. The servicing officer of the Student Affairs Panel shall notify the Faculty of the outcome and shall report details of successful claims to Student Administration. The Faculty shall notify the candidate of the outcome.
- B3.8 Claims for accreditation of experiential learning shall be considered by no fewer than two members of the Faculty's staff and shall be available for scrutiny by the external examiner appointed to the programme. Claims for accreditation matching more than one half of

the credit volume of the programme should be referred for approval by the Student Affairs Panel following completion of this procedure.

- B3.9 In assessing claims for accreditation of certified learning, the University shall take account of the extent to which any qualification for which accreditation is sought was itself awarded on the basis of recognition of prior learning, whether certified or experiential. Learning that has previously been accredited in this way shall not normally be accredited again by the University. In addition, a prior qualification shall not normally be accredited against a University award of the same level.
- B3.10 There shall be no right of appeal against decisions made on claims for accreditation. Unsuccessful claims may be re-submitted, supplemented where appropriate with additional evidence, on one occasion only.
- B3.11 Prior achievement that is accredited by the University shall not be graded by the University and shall be excluded from the process of undergraduate degree classification and the process of awarding distinction/merit for taught postgraduate programmes. Grades achieved through prior certified learning shall not be transferred to the University and shall not be part of a candidate's grade profile. In all cases the accreditation shall be clearly identified on the candidate's University of South Wales transcript.
- B3.12 A candidate who has received accreditation in respect of a degree programme but is subsequently unable, or is not permitted, to progress to completion may qualify for the award of a certificate or diploma, subject to the provisions of the relevant Award Regulations and provided that the proportion of accreditation against the total credit volume for the proposed award remains within the limits specified in B3.2.

#### **B4 Conduct of formal examinations**

##### *Timetables*

- B4.1 Candidates shall be informed at the commencement of a new academic session of the period(s) when assessment will take place. The formal examination periods shall be available via the University's website. Timetables for the submission of other forms of assessed work shall be the responsibility of Deans of Faculty. Such information shall be communicated in writing to candidates as soon as is possible and practicable, and no later than the end of the second week of the semester in which the assessed work falls due.
- B4.2 Timetables for formal written, oral and aural examinations shall be prepared and issued by the Faculties according to a submission

schedule agreed by the Director of Student Administration. Draft timetables shall indicate the intended date, time and campus for each formal examination and shall be accompanied by a statement of the maximum number of candidates expected to sit the examination.

- B4.3 The final timetable for formal examinations shall be published on the University's website at least 30 working days before the first examination in the formal examination period to which the timetable relates. Copies of the timetable will be issued to the Director of Estates and Facilities and Faculty administrators and will be lodged in Campus Learning Centres. Copies will be displayed on the intranet.

#### *Attendance at formal examinations*

- B4.4 Candidates for written examinations shall be responsible for presenting themselves at the examination room in good time before the examination is scheduled to begin.
- B4.5 Candidates are required to bring with them their PAT badges and to display them prominently on their examination desks (sample checks will be carried out by invigilators relating PAT badges to the examination room seating plan). Candidates assessed at Collaborative Partner Institutions, to whom a PAT badge has not been issued, may be subject to alternative arrangements for formal identification. Partner Institutions may issue their own identification badges or may require candidates to sign an attendance list which may be compared with the signature on enrolment forms.
- B4.6 Candidates shall not enter the examination room until instructed to do so by an invigilator. When so instructed, candidates shall proceed to the appropriate desk identified on the examination room seating plan. Thereafter, candidates must not leave their places without the permission of an invigilator.
- B4.7 No candidate may leave the examination room during the first 30 minutes or during the last 15 minutes of an examination.
- B4.8 Candidates shall be admitted to the examination room up to 30 minutes after the official start of the examination, but not normally thereafter. However, if there are abnormal or extenuating circumstances, the lead invigilator has discretion to admit candidates to the examination later, *provided no candidate has already left*. Additional time for any candidate arriving after the start of the examination may be given in the case of abnormal or extenuating circumstances at the discretion of the lead invigilator. Where possible, the lead invigilator shall seek the advice of the designated administrator to confirm the course of action to be taken. The decision of the invigilator shall require ratification by the appropriate Examination Board.

- B4.9 A candidate wishing to leave the examination room temporarily shall be accompanied by an invigilator, or by another person designated by the lead invigilator, throughout his or her absence. Any candidate who leaves the examination room without the permission of the lead invigilator shall be deemed to have withdrawn from the examination and shall not be re-admitted to the examination room. The duration of, and reasons for, absences during examinations will be formally recorded in the lead invigilator's report.
- B4.10 A candidate who wishes to leave the examination room early must first attract the attention of an invigilator and have her/his script collected. The candidate must take care not to disturb other candidates when leaving and must observe examination rules until out of the room. The time of the departure shall be marked by the lead invigilator on the candidate's script and shall be recorded in the lead invigilator's report.

*Conduct in the examination room*

- B4.11 Upon entering the examination room, candidates become subject to the authority of the invigilators and must act according to their instructions.
- B4.12 Candidates must not have in their possession in the examination room, nor make use of, any book, manuscript, calculator or any other aid which is not specifically allowed in the rubric of the examination paper. Candidates are advised that calculators with a QWERTY key board may not be used but that, if specifically stated in the instruction in the rubric of the examination paper, single line display calculators may be used.
- B4.13 Coats, briefcases, mobile phones and similar items shall be deposited outside the examination room or as directed by an invigilator. Mobile phones must be switched off.
- B4.14 Smoking is not permitted in the examination room. No food may be brought into the examination room. Re-sealable drinks are permitted but must be removed by the candidates at the end of the examination.
- B4.15 A candidate who brings any unauthorised item to his or her place by mistake shall inform an invigilator immediately he or she discovers its presence.
- B4.16 Candidates shall use only the official stationery provided. Any rough work shall be done on official stationery. No candidate shall remove any script, official stationery or equipment from the room.
- B4.17 Candidates must not start writing, other than to complete the identification details on the answer book, until given permission to do so by the lead invigilator.



- B4.18 During the examination, candidates shall not communicate in any way with any person other than an invigilator. An invigilator's attention may be attracted by a candidate raising his or her hand.
- B4.19 A candidate who, in the opinion of the invigilators, causes an unreasonable disturbance, and continues to do so after warning, shall be required by the lead invigilator to leave the examination room and shall not be re-admitted.
- B4.20 Candidates must stop writing immediately they are instructed to do so at the end of the examination. The lead invigilator shall determine the end of the examination.
- B4.21 At the end of the examination, candidates shall remain seated and silent until all scripts have been collected and until dismissed by the lead invigilator.
- B4.22 A candidate whom an invigilator believes to be using unfair means (including unauthorised aids, copying or communicating with others), hereafter referred to as unfair practice, will be so informed and his or her answer book marked at the appropriate place. Unless the candidate is required to leave the examination room under any other regulation, he or she will be permitted to continue the examination.

#### *Emergency evacuation*

- B4.23 In the event of an emergency evacuation of the examination room (e.g., when a fire alarm sounds) candidates must obey the instructions of the invigilators. Candidates shall be instructed that they remain subject to examination rules during the evacuation and shall evacuate the room quietly leaving their scripts and all other examination materials in the room. The lead invigilator shall lock the door of the examination room.
- B4.24 Candidates must follow the invigilators to the designated assembly area and remain with them until instructed by the appropriate authorities that it is safe to return to the building, or until a decision is taken by the lead invigilator, after appropriate consultation, to abandon the examination.
- B4.25 If it is possible to resume the examination, candidates shall be instructed to endorse their scripts with the words *examination interrupted* at the appropriate place adding the time of interruption and the time of resumption. Compensatory time will be allowed to candidates, equivalent to the period from the time the alarm sounded to the resumption.
- B4.26 Candidates shall be informed of the revised finishing time for the examination by the lead invigilator and that the nature, course,

duration of the interruption, and length of compensatory time will be contained in the lead invigilator's report to the designated administrator. Candidates shall be informed that the interruption will be reported to the Chair of the appropriate Examination Board.

- B4.27 On receipt of the report of the lead invigilator, the designated administrator shall be responsible for ensuring that full details of the interruption are provided for the Examination Board.

#### *Communication to Examination Boards*

- B4.28 Any candidate who wishes to draw to the attention of the Examination Board any matter or circumstances which he or she believes has materially affected his or her performance in a formal examination must follow the procedures set out in Regulation B8: Extenuating circumstances.

#### *Variations to the above regulations*

- B4.29 Where the nature of the formal examination makes necessary any variation to the above regulations, candidates will be informed of any such variation by the lead invigilator prior to the start of the examination, on the advice of the designated administrator.

## **B5 Special requirements**

### *General*

- B5.1 The University shall exercise a duty of care to make reasonable adjustment to its examinations and assessment requirements in respect of candidates with a declared disability or who suffer a temporary impairment that might place them at a disadvantage in relation to their peers (other students in their cohort). In so doing, the University will seek to balance its responsibility to promote disability equality with the need to maintain academic and other prescribed standards. In the event that a candidate is dissatisfied with a decision, she/he may request through the Quality Unit administrator, that it be reviewed by University Secretary. This request must be submitted no later than one month after the communication of the decision. Requests submitted after this will not be considered unless the student can provide evidence of an exceptional reason as to why she/he did not make the submission earlier. The Quality Unit administrator shall have the authority to decide whether or not a decision should be referred to the University Secretary, and shall normally refer the case only when the candidate has produced evidence that was not made available previously.
- B5.2 In accordance with prevailing legislation, the term 'disability' is used in this Regulation to indicate a condition that is likely to last at least

twelve months.

*Candidates who have disclosed a disability to the University*

B5.3 A candidate who discloses a disability to the University at the time of his/her application to study shall be invited by the University's Disability and Dyslexia Service to disclose, in further detail, the nature of the disability and how he/she feels it may impact upon his/her academic experience. As part of this process, the candidate shall be invited by the Disability and Dyslexia Service to complete the relevant form, outlining the nature of the disability, and to comment on any possible impact on assessment and examinations. In all cases the candidate will be required to provide supporting documentation of an appropriate standard in support of their disclosure:

- Supporting documentation should generally take the form of a letter/report from a doctor or specialist, which outlines the nature and extent of the candidate's difficulties and, where appropriate, required support.
- In relation to mental health difficulties, supporting documentation should take the form of a supporting letter/report from an appropriately qualified practitioner.
- In relation to Specific Learning Difficulties, supporting documentation should take the form of a full report which details a comprehensive diagnostic assessment carried out when the candidate was aged sixteen or more. This assessment should have been carried out by either an Educational Psychologist or a Specialist Teacher (who holds a current practising certificate).

Where this information is provided, the University's Disability and Dyslexia Service will make a recommendation in respect of the adjustments to examination arrangements to be made for the candidate for part or the whole of his/her period of study at the University.

B5.4 For candidates enrolling in September of an academic year and disclosing a disability at that time, recommendations will normally be made by the end of November within the remit of the Student Affairs Panel. Where a candidate does not disclose his/her disability at the point of admission to his/her programme of study as outlined above, the procedure for disclosure may still be followed but there is no guarantee that a decision can be reached in time to make the necessary arrangements, especially if disclosure is within less than four weeks of the assessment period. The onus is placed upon the candidate to make the earliest possible initial disclosure of disability.

B5.5 The special provision that may be recommended, where facilities allow, includes: additional time for an examination; the use of an amanuensis, word processor, recorder, or other appropriate means; access to other specialist equipment; enlargement of the typeface of a question paper or its presentation in Braille; presentation of the invigilator's instructions on the conduct of the examination in written

format; and production of a question paper or script book on coloured paper.

- B5.6 The University's Disability and Dyslexia Service shall be authorised to act executively in approving recommendations relating to routine adjustments to examination arrangements within parameters established by the Student Affairs Panel. The Chair of the Panel and a member of staff who is a qualified expert (in relation to the particular circumstance) shall be authorised to act executively in approving recommendations of a non-routine nature. Actions taken executively shall be reported to the Student Affairs Panel. The Secretary to the Student Affairs Panel shall notify the candidate and the appropriate Head of Administration of decisions taken under these auspices. Where recommendations are not approved, the candidate shall be advised in writing of the reason for the decision.
- B5.7 The Head of Administration shall be responsible for putting in place the arrangements that support the recommendation approved on behalf of the Student Affairs Panel. Where the recommendation approved on behalf of the Panel takes repeated effect, during part or the whole of a candidate's period of study at the University, the Head of Administration shall put in place the arrangements at each assessment point. The Head of Administration shall write to each candidate approximately six weeks before each assessment period informing the candidate of the arrangements being made for his/her examination and assessment, and asking him/her to confirm again that the arrangements made are still suitable.
- B5.8 The candidate's entitlement to the recommended provision shall be subject always to the University's responsibility to consider the impact on other candidates of any adjustments made.

*Candidates who suffer a temporary impairment*

- B5.9 A candidate who suffers a temporary impairment (i.e. fractured limb) that might place him/her at a disadvantage in relation to his/her peers when being assessed, may seek approval from the Student Affairs Panel for special examination provision. The candidate shall complete the designated form, available from the Quality Unit. The candidate shall submit the completed form, and corroborating evidence, to the Head of Administration as soon as is reasonably possible, and preferably no later than four weeks in advance of the assessment period. The Head of Administration shall forward the documentation for consideration by the Student Affairs Panel.
- B5.10 The secretary to the Student Affairs Panel shall notify the candidate and the appropriate Head of Administration of the outcome of the application for special examination provision.
- B5.11 The Head of Administration shall be responsible for putting in place

the arrangements that support the decision of the Student Affairs Panel, which shall apply only to the present assessment period. The onus shall be on the candidate, in the event that the temporary impairment prevails across more than one assessment period, to submit the designated form, as outlined above, in advance of each affected assessment period. If the impairment might meet the definition of disability, including with respect to duration as described in B5.2 above, the candidate might consult the University's Disability and Dyslexia Service to see whether the procedure outlined in B5.3 - B5.9 should apply.

- B5.12 The attention of candidates who suffer a temporary impairment is drawn to Assessment Regulation B8, concerning extenuating circumstances, which may apply if the time scale outlined in B5.10 can not be implemented.

## **B6 Language of assessment**

- B6.1 Candidates studying for awards of the University may choose to submit examination scripts or other assessed work in either Welsh or English, regardless of the main language of assessment used in the programme.
- B6.2 A candidate studying on a programme taught and assessed in English who wishes to be assessed in Welsh, or studying in Welsh and wishing to be assessed in English, must notify the relevant Faculty office in writing as soon as possible, and no later than three months before the assessment date. This deadline may not be extended. The Faculty shall then be responsible for establishing appropriate arrangements with reference to the Guidelines for higher education institutions in Wales in examining and assessing in a language other than the language of tuition (QAA).

## **B7 Late submission of assessed work**

- B7.1 In the context of this Regulation, assessed work shall mean all forms of work submitted for a formal assessment that contributes to an award, with the exception of formal examinations.
- B7.2 Candidates shall be informed in writing, by Deans of Faculty or their nominees, of the designated submission dates for items of assessed work. Work submitted for assessment later than the published submission date shall be subject to the following penalties:

Grade if submitted on time	Late – within 1 week	Late – within 2 weeks	Late – beyond 2 weeks
A16	B13	C10	0
A15	B12	C9	0
A14	B11	C8	0
B13	C10	D7	0
B12	C9	D6	0
B11	C8	D5	0
C10	D7	E4	0
C9	D6	F3	0
C8	D5	F2	0
D7	E4	F1	0
D6	F3	F1	0
D5	F2	F1	0
E4	F1	F1	0
F3	F1	F1	0
F2	F1	F1	0
F1	F1	F1	0

In the case of assessments for modules which are to be graded Pass/Fail, assessments that are submitted late will be automatically failed and referred, with a second opportunity given to attain the pass grade.

- B7.3 Under these circumstances, the work shall still be assessed by the relevant member of the academic staff. The candidate shall receive a commentary on the work and an indication of the grade that it would have earned had it been submitted on time. Both the penalty grade and the grade that the work would have earned shall be made available to the Examination Board.
- B7.4 In relation to students on taught programmes an Examination Board may lift a penalty, upon the instruction of the Student Affairs Panel, where a candidate has successfully claimed extenuating circumstances under Regulation B8. In relation to students undertaking research degree programmes the Student Affairs Panel will recommend to the University of Wales Taught and Validated Degrees Board (via the Research Programmes Sub-Group) that a penalty be lifted where a candidate has acceptable extenuating circumstances under Regulation B8 (in these cases the Student Affairs Panel will comprise of the designated Chair of the Student Affairs Panel and two members of the Research Programmes Sub-Group, one of which should be the relevant Director of Study, where possible).

## **B8 Extenuating circumstances**

- B8.1 In relation to students on taught programmes a candidate who believes that particular 'extenuating' circumstances have had an adverse and material affect on his or her performance in an examination or assessment, or on his or her ability to attend an examination or meet a submission deadline, may report the circumstances to the Student Affairs Panel for consideration. In relation to students undertaking research degree programmes a candidate who believes that particular 'extenuating' circumstances have had an adverse and material affect on his or her performance in an examination or assessment, or on his or her ability to attend an examination or meet a submission deadline, may report the circumstances to the Student Affairs Panel for consideration. In these cases the Student Affairs Panel will comprise of the designated Chair of the Student Affairs Panel and two members of the Research Programmes Sub-Group, one of which should be the relevant Director of Study, where possible.
- B8.2 Extenuating circumstances may apply to a whole cohort or to an individual candidate, where:
- (i) general extenuating circumstances refer to matters such as disruption during an examination, delays in receipt of required approvals from or arrangements with external organisations with which the University has formal arrangements for placements, work-based learning and other programme-related student experiences, or errors in the written guidance given to candidates which affect an entire cohort, a significant part of that cohort, all candidates on a particular module or an individual candidate. They relate to matters for which a Faculty, corporate department or external organisation is responsible and which require remedy by the Faculty, corporate department or external organisation;
  - (ii) individual extenuating circumstances refer to immobilising ill health at the time of assessment, bereavement closely in advance of assessment, or other similarly profound experience and representation at sporting or artistic events at a county, national or international level.
- B8.3 In all cases, it must be shown that the circumstances materially affected performance or the ability to attend an examination or submit work. Where an application is made to lift the late submission penalty, this is done on the understanding that a student is normally expected to submit the assessment prior to the assessments of the same title being returned to the rest of the cohort (so as not to have an unfair advantage) or else submit to a new assessment title.

### *General extenuating circumstances*

- B8.4 General extenuating circumstances may be brought to the attention of the Chair of the Examination Board by one or more candidates, by

academic staff or through the report of the lead invigilator. Immediate remedy may be made by the Faculty or corporate department and shall be reported to the Examination Board. In such cases, the procedures described in B8.8-B8.15 below shall not apply.

*Individual extenuating circumstances*

- B8.5 Subject to the provisions of B8.15, individual extenuating circumstances may only be reported by the candidate concerned or, exceptionally, by the Dean of Faculty. A candidate may seek advice on submitting an extenuating circumstances claim from Student Services, the Students' Union or a member of the academic staff, but responsibility for reporting the circumstances shall reside solely with the candidate. Submissions from other parties, including the candidate's tutor(s), shall not be accepted.
- B8.6 Employment-related demands or pressures from personal life shall not normally be found to be valid extenuating circumstances. Long standing medical conditions or disability shall not constitute extenuating circumstances, other than in the event of an especially severe episode of symptoms at the time of assessment, but special provision for the assessment of a candidate may be arranged in appropriate circumstances.
- B8.7 A candidate should not assume that the Student Affairs Panel will find the extenuating circumstances valid. Accordingly, a candidate should not absent himself or herself from an examination other than in the most extreme circumstances and shall be referred in any examination from which s/he is absent in the event that the extenuating circumstances are not considered valid. If the application is for deferral or late submission of course work, the implementation of late submission penalties shall be in prospect. Academic staff must not provide advice that pre-empts the decision of the Student Affairs Panel; in all cases, the candidate must decide whether or not to sit an examination or to submit an assignment and must take responsibility for the effect of this decision.

*Procedure for candidates*

- B8.8 In reporting an individual extenuating circumstance, a candidate shall complete form EC1 and in so doing identify how the circumstances have had, in his or her opinion, a demonstrably adverse affect on the assessment of a module or modules. The form shall be submitted with any relevant corroborating evidence provided in a professional capacity (such as by a doctor, social worker, solicitor, or in employment-related cases by an employer). All cases based on medical circumstances must normally be supported by a doctor's note. Form EC1 must be submitted to the designated administrator, via the relevant Faculty, normally no later than ten days after an examination or coursework submission date. Cases submitted after this will not be



considered unless the student can provide evidence of an exceptional reason as to why they did not make the submission earlier. It will not be acceptable for a candidate to claim that s/he delayed submission of the claim whilst awaiting evidence to support the claim. Supporting evidence must be received within three months of the submission of the EC1 form.

- B8.9 The designated administrator shall determine whether the claim should be:
- (i) returned to the candidate; or
  - (ii) referred to a meeting of the Student Affairs Panel; or
  - (iii) referred for the attention of the relevant Examination Board.

#### *Returning claims*

- B8.10 The designated administrator shall be entitled to return a claim to a candidate where it is her/his expectation that the claim will be unsuccessful because it is incomplete, and/or it lacks evidence, and/or it clearly fails to meet the criteria. A candidate may not appeal against the decision of the designated administrator in these cases but may provide further information/evidence to support the claim within 30 working days of the return of the claim. The designated administrator may request that the University Secretary review any claims that are resubmitted.

#### *Consideration by the Student Affairs Panel*

- B8.11 The purpose of the Student Affairs Panel shall be to ensure consistent treatment of individual extenuating circumstances by Examination Boards. General extenuating circumstances will normally be referred to the relevant Examination Board, while individual circumstances will normally be referred to the Student Affairs Panel.
- B8.12 Decisions relating to extenuating circumstances shall be notified to the candidate as quickly as possible but, in respect of those circumstances referred to the Student Affairs Panel, may take some time to consider. Decisions of the Panel shall normally be communicated by the designated administrator to the candidate and to the Examination Board within five working days of the relevant Panel meeting (except in the case of postgraduate research students where the recommendations of the Panel are subject to University of Wales approval). In the event that a candidate is dissatisfied with a decision, she/he may request, through the administrator, that it be reviewed by the University Secretary or, in the case of a postgraduate research student, the Chair of the Research Programmes Sub-Group. This request must be submitted no later than one month after the communication of the decision. Requests submitted after this will not be considered unless the student can provide an exceptional reason as to why she/he did not make the submission earlier. The administrator shall have the authority to decide whether or not a

decision should be referred to the University Secretary, or Chair of Research Programmes Sub-Group, and shall normally refer the case only when the candidate has produced evidence that was not made available previously.

*Consideration by Examination Boards*

- B8.13 Where a programme is subject to consideration by tiered Examination Boards, subject Examination Boards, responsible for confirmation of grades, may only consider general extenuating circumstances and award Examination Boards, responsible for progression and final awards, may only consider the decisions of the Student Affairs Panel in respect of individual extenuating circumstances.
- B8.14 Decisions of the Student Affairs Panel shall normally be binding and shall be reported to the relevant Examination Board for information only. In notifying a Board of a decision relating to an individual case, the Chair of an Examination Board shall have discretion as to the amount of detail divulged.
- B8.15 An Examination Board shall not consider extenuating circumstances presented at the Board by a member of the academic staff. Exceptionally, the Chair of the Board may, in advance of the meeting of the Board, raise extenuating circumstances for the attention of the Chair of the Student Affairs Panel who in consultation with University Registrar may allow the circumstances to be brought to the attention of the Board at his/her discretion and where he/she considers that a candidate has been unable to report the extenuating circumstances him/herself.
- B8.16 If, following a decision by the Student Affairs Panel, the Examination Board decides that a candidate has qualified for a degree, such a candidate shall be admitted to that degree at the next succeeding Degree Congregation. Alternatively, the University Secretary shall have authority to deem such a candidate to have been admitted to the degree provided all other necessary conditions for his/her admission have been met.
- B8.17 The University Secretary shall also have authority to deem a candidate who has already been admitted to a degree to have been admitted to a different class of degree if, following a decision by the Student Affairs Panel, an Examination Board decides that the candidate's degree classification shall be amended. In such cases, the Head of Administration shall arrange for the issue a replacement certificate upon the return by the candidate of the original certificate.
- B8.18 Where applicable, appropriate arrangements will be made in respect of candidates who, following a decision by the Student Affairs Panel, are deemed by an Examination Board to have qualified for the award of a certificate or diploma.

## **B9 Student Fitness to Practise – Principles**

- B9.1 To ensure that they are complying with the requirements of the University and their professional body, students must satisfy Academic Board that, in respect of their health, conduct and capability, they do not constitute a risk to “relevant others” and that they meet the requirements for professional fitness to practise. “Relevant others” include, for example, fellow students, other programme colleagues, staff and others such as pupils in host placement organisations, patients, and professional clients.
- B9.2 In accepting the offer of a place at the University, students are committed to strict compliance with all regulations and procedures of the University and, where appropriate, of professional bodies. Students are reminded that the regulations apply equally off-campus and especially in the various placement settings into which students may be placed as part of their programme of study.
- B9.3 The essence of fitness to practise under this procedure is that where a student is enrolled on a programme that leads directly to, or that satisfies a necessary condition of, a professional qualification, and/or which gives the right to practise in one or more professions, he/she shall not engage in any conduct which renders him/her not fit to be admitted to and practise that profession or calling.
- B9.4 The Codes and Procedures will apply to every student, defined as a registered student of the University, including students at Collaborative Partner Institutions.
- B9.5 A separate Code and Procedure shall be produced for each subject area as appropriate, specifying:
- The students to whom the Code and Practice apply;
  - An indicative list of circumstances which might render a student unfit to practise;
  - The procedures for reporting cases concerning fitness to practise;
  - The persons responsible for dealing with cases concerning fitness to practise, including in where they occur in Collaborative Partner Institutions;
  - The procedures for investigating cases concerning fitness to practise;
  - The penalties which can be implemented in cases of fitness to practise, including the sequence of penalties for repeated offences;
  - The procedures for recording and receipting of penalties;
  - The appeals procedure;
  - Standards of proof.

## **B10 Unfair practice**

### *Definition*

B10.1 It is an unfair practice to commit any act whereby a person may obtain for himself/herself or for another, an unpermitted advantage. This shall apply whether the candidate acts alone or in conjunction with another/others. Any action or actions shall be deemed to fall within this definition whether occurring during, or in relation to, a formal examination, a piece of coursework, or any form of assessment.

B10.2 Without prejudice to the generality of the foregoing, examples of unfair practice are shown below. These examples are not exhaustive and other cases may fall within the general definition of unfair practice.

#### *Examples of unfair practice under non-examination conditions:*

(i) Plagiarism, which can be defined as using without acknowledgement another person's words or ideas and submitting them for assessment as though they were one's own work, for instance by copying, translating from one language to another or unacknowledged paraphrasing. Further examples of plagiarism include:

- use of any quotation(s) from the published or unpublished work of other persons, whether published in textbooks, articles, the internet, or in any other format, where the quotations have not been clearly identified as such by being placed in quotation marks and acknowledged;
- unacknowledged use of another person's words or ideas that have been slightly changed or paraphrased to make them look different from the original;
- summarising another person's ideas, judgements, diagrams, figures, computer programs, bibliography and/or list of references without reference to that person in the text and the source in the bibliography;
- use of services of essay banks and/or any other agencies;
- use of unacknowledged material downloaded from the internet;
- re-use of one's own material except as authorised by the Faculty.

(ii) Collusion, which can be defined as when work that has been undertaken by or with others is submitted and passed off as solely the work of one person. This also applies where the work of one candidate is submitted in the name of another. Where this is done with the knowledge of the originator both parties can be considered to be at fault.

(iii) Fabrication of data, making false claims to have carried out experiments, observations, readings, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.

(iv) Presentation of evidence of special circumstances which is false or falsified or which in any way misleads or could mislead Examination Boards.

*Examples of unfair practice under examination conditions*

- (v) Introduction into an examination room and/or associated facilities any unauthorised form of materials such as a book, manuscript, data or loose papers, information obtained via any electronic device, or any source of unauthorised information.
- (vi) Copying from or communication with any other person in the examination room and/or associated facilities except as authorised by an invigilator.
- (vii) Communication electronically with any other person, except as authorised by an invigilator.
- (viii) Impersonation of an examination candidate or allowing oneself to be impersonated.
- (ix) Presentation of an examination script as one's own work when the script includes material produced by unauthorised means.
- (x) Presentation of evidence of special circumstances which is false or falsified or which in any way misleads or could mislead Examination Boards.

*Suspected unfair practice under examinations conditions*

- B10.3 Where it is considered or suspected that a candidate is engaging in unfair practice in an examination room, the candidate shall be informed, preferably in the presence of a witness, that the circumstances shall be reported. The candidate shall, however, be allowed to continue the examination and any subsequent examination(s) without prejudice to any decision which may be taken. Failure to give such a warning shall not, however, prejudice subsequent proceedings.
- B10.4 Where appropriate, the invigilator shall confiscate and retain evidence relating to any alleged unfair examination practice, so that it is available to any subsequent investigation. The invigilator shall as soon as possible report the circumstances, orally in the first instance and thereafter in writing, with any evidence retained, to the relevant Head of Administration who shall in turn notify the Chair of the relevant Examination Board and the Head of Quality Unit or his/her nominee.
- B10.5 An internal or external examiner or any other person who, whether in the course of the marking period or subsequently, considers or suspects that a candidate has engaged in an unfair practice, shall stop marking the work and shall report the matter in writing to the Chair of the relevant Examination Board as soon as possible. The Chair shall seek and retain any relevant evidence and shall immediately report the matter in writing to the Head of Quality Unit or his/her nominee.
- B10.6 On receipt of a report concerning an allegation of unfair practice under examination conditions, the Head of Quality Unit or his/her nominee

shall discuss the matter with the Chair of the relevant Examination Board to determine whether, in the light of all the circumstances, a *prima facie* case has been established.

- B10.7 If it is decided that no further action should be taken, and the candidate is aware of the investigation, the Chair of the Examination Board shall inform the candidate in writing that the matter is closed. If it is decided that a *prima facie* case exists, the Head of Quality Unit or his/her nominee shall inform the candidate in writing of the allegation and that a Committee of Enquiry will be constituted to consider the case. A copy of this Regulation B10 shall be enclosed with the letter. The Head of Quality Unit or his/her nominee shall then take the actions prescribed in B10.15.

*Suspected unfair practice in work completed under non-examination conditions*

- B10.8 If a member of staff considers or suspects that unfair practice has occurred in relation to work submitted as a piece of coursework, or any work completed under non-examination conditions, he/she shall stop marking the work and shall report the matter in writing to the Chair of the relevant Examination Board, normally within five working days. The Chair shall seek and retain any relevant evidence and shall immediately report the matter in writing to the Head of Quality Unit or his/her nominee.
- B10.9 On receipt of a report concerning an allegation of unfair practice in work completed under non-examination conditions, the Head of Quality Unit or his/her nominee shall discuss the matter with the Chair of the relevant Examination Board to determine whether, in light of all the circumstances, a *prima facie* case has been established. The determination may be informed by consultation with the relevant external examiner(s) and other appropriate means, for instance through the use of plagiarism detection software.
- B10.10 If it is decided that no further action should be taken, and the candidate is aware of the investigation, the Chair of the Examination Board shall inform the candidate in writing that the matter is closed. If it is decided that a *prima facie* case exists, the actions stipulated in B10.11-12 or B13 shown below shall apply.

**In cases of suspected plagiarism and/or collusion for first year undergraduate students for first offences, B10.11 – B10.12 apply (for all other cases B10.13 applies)**

- B10.11 The Chair shall inform the candidate of the allegation within five working days and the candidate will be invited to present any evidence s/he considers relevant. After conducting any interviews deemed necessary, the Chair shall inform the candidate which of the following actions will be taken:
- (i) if the Chair and candidate agree that an offence has taken place

- the Chair will refer the matter to the Examination Board (or a sub-committee of the Examination Board) for action as in B10.12;
- (ii) if the Chair and candidate do not agree that an offence has taken place, he/she shall inform the Head of Quality Unit or his/her nominee. The Head of Quality Unit or his/her nominee shall inform the candidate in writing of the allegation and that a Committee of Enquiry will be constituted to consider the case. A copy of this Regulation B10 shall be enclosed with the letter. The Head of Quality Unit or his/her nominee shall then take the actions prescribed in B10.15;
  - (iii) if the Chair and candidate agree that an offence has not taken place, no further action will be taken, other than to advise the member of staff who detected the alleged offence that the matter is closed.

- B10.12 The Examination Board (or sub-committee) shall apply one, or any combination, of the following actions, reporting the action immediately to the Quality Unit:
- (i) a formal reprimand by the Board, a written record of which will be kept;
  - (ii) the candidate to re-submit the work, without penalty, and with corrections to any deficiencies in referencing (but not to other substantive aspects of the work), before marking in the normal manner;
  - (iii) the candidate to receive advice from an appropriate member of staff, in order to make clear the reasons for the Board's decision and to ensure that the cause of the action (e.g. unintentional plagiarism) is discussed, so that any future repeat offence cannot then be classed as 'inadvertent'.

**For all cases other than suspected plagiarism and/or collusion for first year students for first offences, B10.13 applies**

- B10.13 The Head of Quality Unit or his/her nominee shall inform the candidate in writing of the allegation and that a Committee of Enquiry will be constituted to consider the case. A copy of this Regulation B10 shall be enclosed with the letter. The Head of Quality Unit or his/her nominee shall then take the actions prescribed in B10.15.

*Committee of Enquiry*

- B10.14 There shall be a Standing Panel of Enquiry for the purpose of investigating allegations of unfair practice. The Panel shall consist of members of the academic staff nominated by the Faculties and appointed by the University Secretary.
- B10.15 On receipt of an allegation of unfair practice the Head of Quality Unit or his/her nominee shall arrange for an appropriate Committee of Enquiry to be convened as soon as possible, normally within six working weeks of the allegation being reported to the Head of Quality

Unit or his/her nominee. The Committee shall consist of a Chair and two other members drawn from the Standing Panel of Enquiry, all from Schools other than that in which the candidate is based. The Secretary shall be a member of staff from the Quality Unit. The Head of Quality Unit may attend meetings of the Committee of Enquiry but shall not act as Secretary.

B10.16 Meetings of Committees of Enquiry shall normally be held at one of the University's campuses or, with the agreement of the University Secretary, on the campus of a Collaborative Partner Institution and/or through video conferencing.

B10.17 As soon as reasonably practicable after the appointment of the Committee of Enquiry and normally within six working weeks of the allegation being communicated to the candidate, the Secretary of the Committee shall:

- (i) notify members of the Committee of Enquiry of the date, place and time of the meeting and supply them with copies of the allegation and of any statements or documents;
- (ii) notify the relevant Head of School and Head of Administration of the date, place and time of the meeting, seek confirmation of the School's representative, and confirm the documentary evidence to be presented to the Committee of Enquiry, the collection of which is the responsibility of the Faculty;
- (iii) inform the candidate of the date, place and time when the Committee of Enquiry intends to meet and that he/she has the right to be represented or accompanied, to hear all the evidence, to call and question witnesses and to submit other evidence, including evidence of mitigating circumstances (for which relevant corroborating material consistent with the requirements of Regulation B8, must normally be provided);
- (iv) send to the candidate copies of statements of witnesses and of documents to be placed before the Committee of Enquiry, and offer the candidate an opportunity to indicate any statement or documents which may be in dispute.

B10.18 Documentary evidence provided by the candidate, including any written response to the allegation, shall be sent by the candidate to the Secretary prior to the date of the meeting and circulated to members of the Committee.

B10.19 The candidate shall be required to inform the Secretary whether or not he/she intends to attend the meeting of the Committee of Enquiry. If the candidate indicates that he/she does not wish to attend, the Committee of Enquiry shall proceed in his/her absence. In such a case the candidate can elect to be represented at the meeting. Where no response is received from the candidate, the Secretary may postpone the meeting on one occasion where he/she is of the opinion that further investigation may be warranted (e.g. to establish whether the candidate has received the communications), but such a



postponement shall not be the norm or a requirement. Should a candidate not attend the meeting having previously indicated to the Secretary that he/she would attend, and provided that all reasonable means have been taken to contact the candidate, the meeting shall proceed in his/her absence.

- B10.20 A candidate who intends to be accompanied and/or represented shall inform the Secretary of the name of the person accompanying and/or representing him/her in writing in advance of the meeting, and shall state whether or not the person representing or accompanying him/her has legal qualifications. Such persons cannot attend the meeting in a legal capacity. The candidate shall not be accompanied and/or represented by the relevant module leader.
- B10.21 It is expected that the member of staff who identified the suspected unfair practice, the Module Tutor, or another representative of the School, will attend the Committee of Enquiry to respond to the enquiries of the Panel including issues which the candidate may refer to during the hearing.

#### *Operation of the Committee of Enquiry*

- B10.22 The functions of the Committee of Enquiry shall be:
- (i) to consider the evidence submitted to it on the allegation of unfair practice;
  - (ii) to determine whether the allegation has been substantiated. Such a determination shall normally be made on the balance of probabilities;
  - (iii) to determine, if appropriate, the penalty to be imposed.
- B10.23 In cases where two or more candidates are accused of related offences, such as in the case of collusion, the Chair of the Committee of Enquiry may decide to deal with the cases together. However, each candidate shall be given the opportunity to request that the cases be heard separately.
- B10.24 The Secretary shall be responsible for ensuring that the Committee is presented with all the evidence provided by the Faculty and the candidate, and that the Committee has the opportunity to call and question the candidate, the School representative, and any other witnesses identified by the candidate and/or School. The Chair may invite contributions from the person accompanying the candidate.
- B10.25 The rights of the candidate shall be as specified in B10.17(iii).
- B10.26 Witnesses shall be concerned only with evidence relating directly to the allegation and shall normally withdraw after questioning. Where the Chair wishes to allow witnesses to remain throughout the submission of evidence, the agreement of both parties shall be obtained.

- B10.27 Additional documentary evidence in support of, or in defence of, the case against the candidate (including evidence of mitigating circumstances) may be presented to the Committee on the day of the hearing only with the express permission of the Chair.
- B10.28 When the submission of evidence and the questioning of witnesses are completed, all persons other than the members of the Committee and the Secretary shall withdraw. The Committee shall then consider whether the allegation has been substantiated and where applicable the penalty to be imposed.
- B10.29 In order to substantiate an allegation, the Committee shall not be required to prove that the candidate intended to engage in an act of unfair practice. However, additional proof of intent may be relevant to the Committee in arriving at an appropriate penalty.
- B10.30 The Committee shall not normally be informed, before reaching its verdict, of the candidate's grade profile or of any previously substantiated allegations of unfair practice. The Committee shall however be so informed before determining the penalty in appropriate cases. In exceptional cases, evidence of previous substantiated acts of unfair practice may be disclosed prior to the verdict of the Committee where such evidence:
- (i) rebuts a claim of previous good character made by the candidate/representative;
  - (ii) is relevant to the allegation under consideration (other than merely showing that the candidate had a disposition to commit the alleged unfair practice) and its prejudicial effect does not outweigh its probative value.
- B10.31 When determining the penalty to be imposed, the Committee shall consider the candidate's record, including profile of marks, and any assessment conventions and regulations for the relevant programmes of study. The Committee shall also consult any guidelines issued on the appropriateness of penalties for different levels of offences.
- B10.32 The Chair of the Committee may approve an adjournment of the hearing following a reasonable request from any party.

*Penalties available to the Committee of Enquiry*

- B10.33 The Committee of Enquiry shall apply one of any combination of the following penalties:
- Penalties available for unfair practice under examination and under non-examination conditions*
- (i) a formal reprimand by the Committee, a written record of which shall be kept. In such cases, the Faculty may require the candidate to re-submit the work. The Committee may also recommend that

the candidate should receive advice from an appropriate member of staff, in order to make clear the reasons for the Committee's decision and to ensure that the cause of the action (e.g. unintentional plagiarism) is discussed, so that any future repeat offence cannot then be classed as 'inadvertent';

- (ii) (non-examination conditions only) an instruction to the examiners, when marking, to ignore any plagiarised text, which may result in a reduced mark.
- (iii) the cancellation of the candidate's marks in part or in whole for module(s) concerned, or in all of the modules for the year in question (or the equivalent for a part-time candidate), with a recommendation as to whether or not a re-assessment should be permitted, either with eligibility for the bare pass mark only or for the full range of marks;
- (iv) the reduction of the degree result by one class or the non-award of a distinction, as appropriate;
- (v) the disqualification of the candidate from any future examination of the awarding body;

*Penalties available for unfair practice in research degrees*

- (i) a formal reprimand by the Committee, a written record of which shall be kept. In such cases, the Committee may also recommend that the candidate should receive advice from an appropriate member of staff, in order to make clear the reasons for the Committee's decision and to ensure that the cause of the action (e.g. unintentional plagiarism) is discussed, so that any future repeat offence cannot then be classed as 'inadvertent';
- (ii) the disqualification of the candidate from the degree with a right to resubmit the thesis;
- (iii) the disqualification of the candidate from the degree with no right to resubmit the thesis;
- (iv) the disqualification of the candidate from all future examinations and qualifications of the awarding body.

B10.34 Where the Committee is concerned that the candidate's offence may affect his or her suitability to practise in a particular profession, it may also recommend that the case is referred for consideration under other appropriate University procedures.

*Action to be taken following the Committee of Enquiry*

B10.35 The Committee of Enquiry may inform the candidate orally of whether or not it has found the allegation of unfair practice to have been substantiated and the penalty to be imposed. There shall be no discussion of the Committee's decision with the candidate.

B10.36 Irrespective of whether the candidate has been informed orally, written confirmation of the findings of the Committee shall be forwarded to the candidate as soon as possible after the Enquiry has been completed and within five working days of the meeting. The

letter shall inform the candidate of her/his right of appeal. Any such appeal shall be sent in full, in writing, to the University Secretary and must reach the University Secretary not later than ten days after despatch to the candidate of the Committee's decision.

- B10.37 The Committee shall produce a report on the case, stating whether or not the allegation has been substantiated and confirming any penalty to be imposed.
- B10.38 If the allegation has been substantiated, the penalty shall be recorded on the candidate's file. If the allegation has not been substantiated, all record of the case shall be removed from the candidate's file.
- B10.39 In the event that the Committee's finding result in a requirement that marking of the candidate's work resumes, and regardless of whether the allegation has or has not been substantiated, the resumed marking shall be conducted in accordance with Mandatory Procedure MA1, which seeks to preserve the anonymity of candidates within the assessment process. A new marker or markers shall normally be used.
- B10.40 Normally there shall be no public pronouncements of decisions of Committees of Enquiry. However, a candidate in respect of whom a decision has been made shall have the right to require the University to publish the decision; the University shall maintain a record of all such cases, which shall be available to the public on request.

#### *Examination Board*

- B10.41 Where the allegation has been substantiated, the relevant Examination Board shall be required to implement any penalty determined by the Committee of Enquiry and to determine the candidate's overall examination result in the light of the penalty.
- B10.42 If the Committee of Enquiry has decided that the mark obtained for the module in which unfair practice has occurred shall be cancelled, the Examination Board shall award a grade of Z for the module and shall then determine the candidate's overall result.
- B10.43 The Head of Administration, in consultation with the Chair of the Examination Board, shall arrange for the publication of such supplementary pass lists as may be necessary.
- B10.44 If an allegation of alleged unfair practice is under investigation at the time of the meeting of the relevant Examination Board, the Board shall defer consideration of the candidate's work until the Committee of Enquiry has made a decision on the case and the decision has been conveyed to the Chair of the Examination Board.
- B10.45 Should a case be under investigation when a pass-list is due for

completion and publication, the name of the candidate concerned shall be withheld from the pass-list and a supplementary pass-list issued as appropriate.

- B10.46 An Examination Board shall have authority to cancel a result previously published and to publish a supplementary pass-list, if a case of unfair practice arises subsequent to the publication of the original pass-list. The Chair of the Examination Board shall notify Student Administration of revoked grades.

*Post-award allegations of unfair practice*

- B10.47 Where an allegation of unfair practice arises at any time after an individual has been admitted to a degree of the University of Wales, or after another academic award of the University has been conferred, the allegation shall be considered by the Academic Board of the University of Wales. In accordance with the University of Wales Statutes, the Academic Board shall have the power to deprive the individual of the degree or to revoke other awards.

*Appeals procedure (unfair practice decisions)*

*General*

- B10.48 This appeal procedure shall apply to candidates who wish to appeal against the decision of a Committee of Enquiry convened to consider an allegation of unfair practice.
- B10.49 Guidance for candidates on the applicability and operation of these appeals procedures shall be available from the Head of Quality Unit or his/her nominee.
- B10.50 The University is only prepared to consider appeals which are based on one or both of the following grounds:
- (i) irregularities in the conduct of the unfair practice procedure, which are of such a nature as to cause reasonable doubt whether the Committee would have reached the same decision had they not occurred;
  - (ii) exceptional personal circumstances which were not known to the Committee of Enquiry when the candidate's case was considered and which can be shown to be relevant to the unfair practice. (In appeals based on these grounds the appellant must show good reason why such personal circumstances were not made known to the Committee of Enquiry before its meeting, and must provide corroborating evidence. Where a candidate could have reported exceptional personal circumstances to the Committee of Enquiry prior to its meeting, those circumstances cannot subsequently be cited as grounds for appeal).
- B10.51 Any appeal against a decision of a Committee of Enquiry (including

any penalty imposed) shall be sent in full, in writing to the University Secretary, and must reach him/her not later than ten days after despatch to the candidate of the Committee's decision. Simple notice of appeal given in writing by a candidate within the above deadline shall not be deemed to constitute an appeal proper and shall not be accepted. The Chair shall, at an Appeal Board meeting, have discretion to declare inadmissible any matter introduced by the appellant, or by any member of staff or student accompanying the appellant, if he/she deems it not directly related to the contents of the appeal previously lodged in writing within the stipulated deadline.

- B10.52 On receipt of an appeal, the Head of Quality Unit or his/her nominee shall acknowledge receipt normally within three working days and, where appropriate to the circumstances of the case, consult the Chair of the Committee of Enquiry and/or the University Secretary. The appellant shall be provided with a written progress report within 25 working days.
- B10.53 The University Secretary, or his/her nominee, is required to disallow an appeal normally within three months of its receipt:
- (i) which is based on factors which were known to the Committee of Enquiry when the penalty was imposed;
  - (ii) which introduces information which was known to, and could have been reported by, the candidate prior to the meeting of the Committee of Enquiry.
- B10.54 If it is decided by the University Secretary or his/her nominee that there is a *prima facie* case to be considered, it shall be referred to a University Appeal Board consisting of three persons, at least two of whom shall be academic members of staff who serve on the Academic Board, excluding any person having been a member of the original Committee of Enquiry. This shall normally be within three months of receipt of the application for appeal.
- B10.55 An appellant shall be offered a personal hearing (if appropriate through video conferencing) by the Appeal Board and shall accordingly be informed in advance of the time and date of the meeting. The appellant may be accompanied by a member of the academic or welfare or advisory staff of the University or by a student or officer of the Students' Union, but not by any other individual. The appellant may not send any other person to an Appeal Board in his/her stead.
- B10.56 The Academic School concerned shall be invited to send a member of staff to attend the hearing and, at the invitation of the Chair of the Appeal Board, to contribute to the hearing. The Head of School and the Head of Administration shall accordingly be informed in advance of the time and date of the meeting and shall be provided with a copy of the candidate's application for appeal.

- B10.57 The Appeal Board shall base its decision on the evidence of the appellant's submission and the testimony of the Chair of the Committee of Enquiry concerned, together with any further evidence which it considers relevant.
- B10.58 The decision of the Appeal Board, and recommendations or advice where appropriate to the circumstances of the case, shall be conveyed by the Head of Quality Unit of the University, or his/her nominee as soon as possible to the appellant and the Chair of the Committee of Enquiry.
- B10.59 The Appeal Board shall be empowered to take one of the following decisions:  
(i) to reject the appeal;  
(ii) to disallow the original penalty and to refer the case back to the original Committee of Enquiry for a review of the penalty imposed;  
(iii) to require a new Committee of Enquiry to re-hear the case.
- B10.60 Where a new Committee of Enquiry is required to re-hear a case, the membership of that Committee must be entirely different from that of the previous Committee. The new Committee shall not be provided with any evidence of any penalty imposed by the previous Committee, or of any other matter discussed by the previous Committee or Appeal Board, other than that it is re-hearing a case on appeal.
- B10.61 An obligation to hear the case on the basis of the facts presented before them at the hearing and not in the light of anything that they may have heard or discovered outside the Committee, shall be framed within any Terms of Reference applying to the Committee members.
- B10.62 The decision of the Appeal Board shall be final, and the matter shall, therefore, be regarded as closed. There shall be no discussion of the decision of the Appeal Board with the appellant or any other person.
- B10.63 If an appeal is upheld, the Head of Administration, in consultation with the Chair of the Examining Board, shall then arrange for the publication of such supplementary pass-list as may be necessary.
- B10.64 If, as a consequence of a successful appeal, a candidate is regarded as having qualified for a degree, such a candidate shall be admitted to that degree at the next succeeding Degree Congregation. Alternatively, the University Secretary shall have authority to deem such a candidate to have been admitted to his/her degree provided all other necessary conditions for his/her admission have been met.
- B10.65 The University Secretary shall also have authority to deem a candidate who has already been admitted to a degree to have been admitted to a different class of degree if, following a successful appeal, the Examining Board decides that the candidate's degree

classification shall be amended. In such cases, the Head of Administration shall issue a replacement certificate upon the return by the candidate of the original certificate.

- B10.66 Where applicable, appropriate arrangements will be made in respect of candidates who, following successful appeal, are deemed by an Examining Board to have qualified for the award of a certificate or diploma.
- B10.67 The Appeal Board may make recommendations for consideration by the Regulations Committee or the Academic Board as appropriate on any matters arising from the consideration of appeals.
- B10.68 Pursuant to the Higher Education Act 2004, the Office of the Independent Adjudicator for Higher Education (the OIA) has been designated by the National Assembly for Wales from 1 January 2005 as the operator of an independent programme in Wales for the review of student complaints.
- B10.69 Once all the relevant University procedures above have been exhausted a candidate may submit a complaint to the OIA. Any such complaint must be submitted by sending a completed Complaints Form, together with all relevant information, to the OIA within three months of the date on the "Completion of Procedures Letter" from the University, upon completion of its internal procedures. An OIA Complaint Form can be obtained from the OIA website [www.oiahe.org.uk](http://www.oiahe.org.uk) or by telephoning or writing to the OIA. The contact details for the OIA are as follows:  
OIA, Third Floor, Kings Reach, 38-50 Kings Road, Reading, RG1 3AA  
Tel: 0118 959 9813  
Email: [enquiries@oiahe.org.uk](mailto:enquiries@oiahe.org.uk)

## **B11 Examination boards and external examiners**

- B11.1 Examination Boards are Committees of the University's Academic Board from which they derive their authority by delegation.
- B11.2 There shall be an Examination Board concerned with each stage of assessment where the determination of awards or student progression is being considered. Normally, there shall be a single Examination Board for all programmes of the same level offered in a Faculty in respect of the ordinary confirmation of grades, progression and awards, and there shall be a single Faculty Examination Board for the consideration of retrieval outcomes in respect of all programmes in a Faculty. However, the Chair or Deputy Chair of Academic Board may authorise other Board configurations, including tiered Subject and Award Examination Boards as appropriate.
- B11.3 Examination Boards have a general responsibility to satisfy



themselves that proper procedures have been carried out, giving full confidence in the security and integrity of assessment, in relation to:

- (i) the scrutiny and approval of assessment tasks including assessed coursework tasks and formal examinations;
- (ii) the scrutiny and marking of all examination scripts, projects, assignments or other assessment tasks which contribute to candidates' progress or which contribute to final assessment;
- (iii) aural, oral and viva voce examinations.

Examination Boards shall consider evidence that the standards achieved by learners meet the minimum expectations for the award.

B11.4 Examination Boards shall have recourse to Regulations in the following order: the University's Assessment and Award Regulations; the regulations of the validating body; and the Definitive Programme Document. Only those elements of Regulation from the latter sources which are more stringent than the University's Assessment and Award Regulations shall pertain, unless otherwise approved by the Academic Board.

B11.5 The eligible membership of Examination Boards shall be as follows:

- Chair (the Dean or nominee);
- Leaders of contributing subjects;
- Leaders of contributing modules;
- External examiners for contributing subjects and, where applicable, for the specific award(s);
- All other tutors who have contributed to the teaching of the modules within the subject, including tutors who delivered accredited programmes in respect of which the Examination Board confirms grades;
- Deans of other contributing Faculties.

B11.6 The role of the external examiners shall be to ensure that each candidate is assessed fairly and in accordance with an agreed assessment regime, that each candidate is assessed at a standard comparable with other programmes of study in the UK, and that the standard of the award is maintained.

B11.7 External examiners are required to:

- (i) judge each candidate impartially on the basis of the work submitted for assessment, without being influenced by previous association with the programmes, the staff, or any of the candidates;
- (ii) approve the form and content of proposed examination papers/ assignments which count towards the final award;
- (iii) sample the work of all candidates being proposed for first class degrees, distinction awards or failure or referral;
- (iv) sample work by candidates within each classification;
- (v) be consulted on borderline cases;
- (vi) in respect of dissertations, act as moderator and arbitrate in the

- confirmation of the grade where there is disparity between that recommended by the first and second internal markers;
- (vii) attend the Examination Board at which examination results in the relevant subject are determined, and at which the overall classification of awards and issues of progression are determined;
  - (viii) report any suspicion of unfair practice by a candidate to the Chair of the Examination Board;
  - (ix) endorse the outcomes of the assessments they have been appointed to scrutinise, prior to the publication of pass lists;
  - (x) submit an annual report on the effectiveness of assessments and the conduct of examinations to the University, and to the validating body as required.

B11.8 Detailed rules and procedures governing the operation of examination boards and the duties of external examiners shall be published.

## **B12 Disclosure of grades and publication of results**

B12.1 This Regulation applies to assessment outcomes recorded in any form, whether or not held on equipment capable of automatic processing. In the context of this Regulation, assessments are defined as formal examinations, course work, assessments, projects, fieldwork, dissertations or such other tests of academic ability as required by the relevant programmes.

### *Disclosure of provisional grades*

B12.2 The Dean of Faculty shall arrange for candidates to be issued individually with alpha numeric grades and qualitative feedback (linked to the assessment criteria) on their performance in coursework, assignments or other continuous assessment and examinations. This shall be given as soon as is possible and practicable after the work is submitted:

- For coursework this will normally be given within 15 working days of the published date for the required submission of such work.
- For examinations this will be given, where possible, as soon as practicable following the examination and may be generic (to the whole cohort) and/or individual.

Candidates must be informed that such grades remain provisional until approved by the Examination Board. Normally, provisional grades for coursework shall be provided to the Head of Administration within 15 working days of the published date for submission of coursework, and in the case of examinations within 15 working days of the date of the examination.

### *Publication of confirmed results*

B12.3 It shall be the responsibility of Examination Boards to confirm grades. The definitive record of the proceedings of an Examination Board

shall be that made by the secretary to the Board, normally the relevant Head of Administration. The definitive record of the proceedings of an Examination Board shall be lodged with, and maintained by, the Head of Administration.

- B12.4 As soon as is possible and practicable after the confirmation of results the Head of Administration shall arrange, in liaison with Student Administration Services and the Dean of the Faculty, for candidates to be supplied with a transcript of detailed marks or grades obtained in each module or other appropriate unit. Only transcripts authorised in this manner shall carry definitive status.
- B12.5 Following confirmation by the Examination Board, module result lists may be published at the discretion of the Faculty. Such lists shall identify candidates only by their PAT identification numbers and shall be checked and signed by the Chair of the Examination Board.
- B12.6 Candidates shall be informed of the publication date of results except where an external awarding body does not allow publication of results until after it has confirmed them. Pass lists for final and exit awards shall be published within three working days of the Examination Board. Results shall not be provided over the telephone under any circumstances.
- B12.7 In addition to the provisions made for feedback to students in B12.2, in accordance with the Data Protection Act 1998, a candidate shall have right of access to examiners' comments on his or her examination scripts or other forms of assessed work. Requests for access must be made through the University's Data Protection Officer. If such comments have been made on examination scripts and (as permitted by the Act) the relevant Faculty chooses not to provide access to the actual scripts, the examiners' comments shall be provided for the candidate in intelligible form.

### **B13 Candidates in financial debt to the University**

- B13.1 In the event that a candidate is in financial debt to the University or a Collaborative Partner Institution at a point of an assessment for an award, the following provisions shall apply:
- (i) the candidate's coursework or examination script shall be marked and the grades released but formal notification of the results, i.e. transcript and certificate, will be withheld until the debt is cleared;
  - (ii) should the debt not be discharged or the payment schedule be re-negotiated with the Finance Department, the candidate's enrolment shall be terminated and, in the case of international students, the Home Office shall be notified that the candidate is in breach of the terms of his/her visa;
  - (iii) if the candidate believes that his/her ability to settle the debt has been impaired by circumstances beyond his/her control, he/she

should inform the Finance Department immediately in writing. In the light of the circumstances, the Finance Department shall decide whether or not the provisions of B13.1 (i) and (ii) above should apply.

- B13.2 The Finance Department shall be responsible for maintaining records of fee payments and notifying the Head of Administration (or nominee) on a weekly basis of any debts (or stages in repayment) which have been discharged. The Head of Administration shall ensure that programmes leaders are informed of students in debt at the time of assessment. At the discretion of the Head of Administration and the Director of Finance the provisions of B13.1 may be waived where the amount in total is insignificant, where the amount of indebtedness has not been identified, where the candidate is to be referred or deferred in the assessment(s), or in such other circumstances where the agreed view of the Head of Administration and Director of Finance is that the debt should be waived.
- B13.3 A candidate who discharges the debt or renegotiates the payment schedule shall receive formal notification of his/her marks without lateness penalty.
- B13.4 No candidate whose award is in suspension because of debt shall be permitted to attend an Awards Congregation for the purpose of being admitted to that award.
- B13.5 A candidate who is in financial debt to the University or a Collaborative Partner Institution at the non-final stage of an award shall be assessed but his/her name shall not appear on the appropriate results list until the debt has been paid. Such a candidate shall be ineligible to register for a new academic session until the debt has been paid.

## **B14 Academic appeals**

### *General*

- B14.1 This Regulation B14 shall apply to academic appeals by candidates in respect of assessment decisions relating to taught programmes of study, including programmes of study leading to the degree of MRes.
- B14.2 Separate appeals procedures shall apply to candidates who have submitted a thesis for the degree of MPhil or PhD (see Regulation B15).
- B14.3 Separate appeals procedures shall apply to candidates who wish to appeal against the outcome of an investigation into unfair practice (see Regulation B10).

- B14.4 Separate appeals procedures shall apply to candidates who wish to appeal against a decision of the Students Affairs Panel (see Regulation B8.12).
- B14.5 In all cases, these appeals procedures shall apply only to representations about assessment decisions. Complaints about other academic matters shall be pursued under the Student Complaints Procedure published on the University's website.
- B14.6 Guidance for candidates on the applicability and operation of these appeals procedures shall be available from the University's Head of Quality Unit or his/her nominee.

*Academic appeals procedure: taught programmes of study*

- B14.7 Any appeal shall be made, in full, in writing to the Head of Quality Unit or his/her nominee, normally within fourteen days of the release of the relevant Examination Board results. Appeals submitted outside this timescale with good reason may be accepted at the discretion of the Head of Quality Unit or his/her nominee. Appeals must include details of any alleged defects or irregularities in the conduct of the examinations or in any written instructions or in any advice relating thereto. Requests must be made on the designated form available from the University website.
- B14.8 Appeals shall only be considered if they are based on defects or irregularities in the conduct of the examinations or in written instructions or in advice relating thereto, where there is a *prima facie* case that such defects, irregularities or advice could have had an adverse effect on the candidate's performance.

Appeals which question the academic judgement of examiners shall not be admissible.

- B14.9 The designated administrator shall be entitled to return (not reject) an appeal to a candidate where it is her/his expectation that the appeal will not be successful because it is incomplete, and/or it lacks evidence, and/or it clearly fails to meet the criteria. A candidate may not appeal against the decision of the designated administrator concerning the referral of a case but failure to consider at all an appeal brought properly to the attention of the administrator may constitute grounds for an appeal to the University Secretary.
- B14.10 The designated administrator shall be entitled to refer an appeal to the relevant Academic Faculty, with the permission of the University Secretary, if she/he feels that an appropriate solution might be arrived at without the full appeals procedure being implemented. If no such solution is achievable the academic appeals procedure will proceed as per B14.11.

- B14.11 The University is required to disallow any appeal normally within three months of its receipt:
- (i) which is based on factors which were known to the Examination Board concerned when the candidate's result was determined;
  - (ii) which introduces information which was known to, and could have been reported by, the candidate prior to the meeting of the Examination Board.
- B14.12 Where the University Secretary determines that there is a *prima facie* case for appeal, the case shall be referred to an Appeal Board. This shall normally be within three months of receipt of the application for appeal. The Board shall consist of three members of the academic staff nominated by the University Secretary and chosen as to be representative of the Schools.
- B14.13 With the prior written agreement of the appellant, a case may be expedited by referral for executive action by the University Secretary. An appeal shall not be rejected by executive action. The only decisions available to the University Secretary shall be:
- (i) to refer the case back to the relevant Examination Board for further consideration. In such cases the Examination Board will be required to convene a sub-committee and communicate the outcome to the appellant and the designated administrator within six weeks of notification of executive action;
  - (ii) to refer the case to a full Appeal Board for decision.
- B14.14 The Appeal Board shall have delegated powers to act on behalf of the Academic Board.
- B14.15 An appellant shall be offered a personal hearing by the Appeal Board and shall accordingly be informed in advance of the time and date of the meeting. The appellant may be accompanied, but not represented, by a member of the University's academic or welfare or advisory staff or by a student at the University of South Wales or officer of the University's Students' Union, but not by any other individual. The appellant may not send another person to an Appeal Board in his/her stead.
- B14.16 The Appeal Board shall have discretion to declare inadmissible any subject and/or additional material, whether it is introduced by the appellant, the person accompanying the appellant or a member of staff, that does not relate directly to the original written appeal.
- B14.17 The Appeal Board shall base its decision on the evidence of the appellant's submission and the testimony of the Chair of the Examination Board concerned, together with any further evidence which it considers relevant.
- B14.18 The decision of the Appeal Board shall be notified by the Head of Quality Unit or his/her nominee as soon as possible to the appellant,

the Chair of the Examination Board and the University Secretary.

- B14.19 The Appeal Board shall be empowered to take either of the following decisions:
- (i) that the appeal be rejected and no further action be taken;
  - (ii) that the appeal is upheld and the matter be referred back to the relevant Examination Board. The Appeal Board may make recommendations to the Examination Board where it is felt this is appropriate.

In exceptional cases only, the Appeal Board may specify the composition of the Examination Board.

Where the case is referred back to the Examination Board, the Appeal Board may, where appropriate to the circumstances of the case, require a member of Quality Unit to attend the meeting of the Examination Board as an observer.

- B14.20 In the case of B14.19 above, the decision of the Appeal Board shall be final and the matter shall, therefore, be regarded as closed. There shall be no discussion of the decision of the Appeal Board with the appellant or any other person.

- B14.21 In the case of B14.19 (ii) above, a full report (including recommendations or advice where appropriate to the circumstances of the case) and all supporting documentation shall be sent by the Head of Quality Unit or his/her nominee to the Chair of the Examination Board and shall be considered by the Examination Board. The decision of the Examination Board shall be final and will be sent by the Chair of the Examination Board to the Head of Quality Unit or his/her nominee within six working weeks of the date of the appeal hearing. On receipt of this material, the Head of Quality Unit or his/her nominee may, in exceptional cases only, refer the case to the Chair of the Appeal Board for review of the procedures followed. If it transpires that a serious procedural irregularity has occurred, the case may be referred back to the relevant Examination Board for reconsideration.

- B14.22 An Examination Board's decision on whether or not to adjust marks or grades previously awarded may or may not alter the appellant's overall examination result. If the overall result is altered, the Chair of the Examination Board shall arrange for the Head of Administration to publish any supplementary pass-list which may be necessary. The Head of Administration shall inform the appellant in writing of the decision of the Examination Board, and of the reasons for the decision.

- B14.23 If, following a successful appeal, the Examination Board decides that a candidate has qualified for a degree, such a candidate shall be admitted to that degree at the next succeeding Degree Congregation.

Alternatively, the University Secretary shall have authority to deem such a candidate to have been admitted to the degree provided all other necessary conditions for his/her admission have been met.

- B14.24 The University Secretary shall also have authority to deem a candidate who has already been admitted to a degree to have been admitted to a different class of degree if, following a successful appeal, an Examination Board decides that the candidate's degree classification shall be amended. In such cases, the Head of Administration shall arrange for the issue a replacement certificate upon the return by the candidate of the original certificate.
- B14.25 Where applicable, appropriate arrangements will be made in respect of candidates who, following a successful appeal, are deemed by an Examination Board to have qualified for the award of a certificate or diploma.
- B14.26 The Appeal Board may make recommendations for consideration by appropriate committees of the University on any matter arising from the consideration of appeals.
- B14.27 Pursuant to the Higher Education Act 2004, the Office of the Independent Adjudicator for Higher Education (the OIA) has been designated by the National Assembly for Wales from 1 January 2005 as the operator of an independent scheme in Wales for the review of student complaints.

Once all the relevant University procedures above have been exhausted a candidate may submit a complaint to the OIA. Any such complaint must be submitted by sending a completed Complaints Form, together with all relevant information, to the OIA within three months of the date on the "Completion of Procedures Letter" from the University, upon completion of its internal procedures. An OIA Complaint Form can be obtained from the OIA website [www.oiahe.org.uk](http://www.oiahe.org.uk) or by telephoning or writing to the OIA. The contact details for the OIA are as follows:

OIA, Third Floor, Kings Reach, 38-50 Kings Road, Reading, RG1 3AA

Tel: 0118 959 9813 Email: [enquiries@oiahe.org.uk](mailto:enquiries@oiahe.org.uk)

## **B15 Academic appeals – postgraduate research degree**

### *General*

- B15.1 This Regulation B15 shall apply to academic appeals by candidates who have submitted theses<sup>5</sup> for:

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<sup>5</sup> In certain circumstances, an artefact accompanied by analytical commentary or published works accompanied by critical analysis may be submitted in place of a thesis.



- the degree of PhD;
- the degree of PhD (by Published Works);
- the degree of Doctor by Examination and Thesis (e.g. EdD);
- the degree of EngD;
- a Master's degree by research (normally MPhil).

B15.2 Separate appeals procedures shall apply to academic appeals by candidates in respect of assessment decisions relating to taught programmes of study, including programmes of study leading to the degree of MRes (see Regulation B14).

B15.3 Separate appeals procedures shall apply to candidates who wish to appeal against the outcome of an investigation into unfair practice (see Regulation B10).

B15.4 In all cases, these appeals procedures shall apply only to representations about assessment decisions or supervision. Complaints about other academic matters shall be pursued under the Student Complaints Procedure, published on website.

B15.5 Guidance for candidates on the applicability and operation of these appeals procedures shall be available from the University's Head of Quality Unit or his/her nominee.

*Academic appeals procedure: postgraduate research degree*

B15.6 The following may appeal under this procedure against the decision of an Examining Board not to recommend the award of the degree in respect of which the candidate submitted his/her thesis:

- a candidate for the degree of PhD (including the PhD by Published Works);
- a candidate who has submitted a thesis for the degree of Doctor by Examination and Thesis (e.g. EdD) or EngD;<sup>6</sup>
- a candidate for a Master's degree by research (normally MPhil).

B15.7 The University is only prepared to consider appeals which are based on one or more of the following grounds:

- (i) Defects or irregularities in the conduct of the examination or in written instructions or in advice relating thereto which are of such a nature as to cause reasonable doubt whether the examiners would have reached the same decision had they not occurred.
- (ii) Evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the examiners.
- (iii) Where the supervision provided was inadequate and that there were exceptional reasons why this had not been reported by the

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<sup>6</sup> An unsuccessful candidate for the *examination* component of a Doctoral degree by examination and thesis (e.g. EdD), or EngD may appeal under the separate Appeals Regulation B13.

candidate prior to the decision of the Examining Board.

Appeals which question the academic judgement of the examiners shall not be admissible.

- B15.8 Any appeal shall be sent, in full, in writing to the Head of Quality Unit of the University or his/her nominee, and must reach him/her not later than **two months** after the despatch to the candidate of the notification of his/her result. Simple notice of appeal given in writing by a candidate within the above deadline shall not be deemed to constitute an appeal proper and shall not be accepted. Requests must be made on the designated form available from Faculty Offices or the University website. Receipt of an application for appeal shall be acknowledged normally within three working days and the appellant shall be provided with a written progress report within 25 working days.
- B15.9 The designated administrator shall be entitled to return (not reject) an appeal to a candidate where it is her/his expectation that the appeal will not be successful because it is incomplete, and/or it lacks evidence, and/or it clearly fails to meet the criteria. A candidate may not appeal against the decision of the designated administrator concerning the referral of a case but failure to consider at all an appeal brought properly to the attention of the administrator may constitute grounds for an appeal to the University Secretary.
- B15.10 The designated administrator shall be entitled to refer an appeal to the relevant Academic Faculty, with the permission of the University Secretary, if she/he feels that an appropriate solution might be arrived at without the full appeals procedure being implemented. If no such solution is achievable the academic appeals procedure will proceed as per B15.11.
- B15.11 If it is decided by the University Secretary or his/her nominee that there is a *prima facie* case to be considered, it shall be referred to a University Appeal Board consisting of three persons, at least two of whom shall be members of staff with research-related responsibilities or members of the Academic Board. This shall normally be within three months of receipt of the application for appeal.
- B15.12 If the University Secretary, or his/her nominee, decides that there is no case to be considered, this shall have the effect of disallowing the appeal. This shall normally be within three months of its receipt.
- B15.13 Where a case is referred to an Appeal Board for hearing, the Board shall identify the grounds of the appeal and shall base its decision on the evidence of the appellant's submission, the testimony of the Chair of the Examining Board, evidence from a representative of the Academic Faculty concerned and any further evidence which it considers relevant.

- B15.14 An appellant shall be offered a personal hearing (if appropriate through video conferencing) by the Appeal Board, and shall be informed of the time and date of such a hearing. The appellant may be accompanied, but not represented, by a member of the academic, welfare or advisory staff of the institution concerned, or a student or officer of the Students' Union at the institution concerned.
- B15.15 The Chair shall, at an Appeal Board meeting, have discretion to declare inadmissible any matter introduced by the appellant, or by any member of staff or student accompanying the appellant, if he/she deems it not directly related to the contents of the appeal previously lodged in writing within the stipulated deadline.
- B15.16 The Appeal Board shall be empowered to take either of the following decisions:  
(i) that the appeal be rejected and no further action be taken;  
(ii) that the appeal be upheld.
- B15.17 If an appeal is upheld, the Appeal Board may also adopt one of the following courses of action:  
(i) To recommend to the Examining Board that, for the reasons stated, the original, or a properly constituted, Board should reconsider the decision of the previous Board.  
(ii) To recommend that an entirely new Examining Board should reconsider the decision of the previous Board.  
(iii) To give the candidate permission to re-write the thesis and to re-submit for re-examination by the original, or a properly constituted, Examining Board within a specified time limit.  
(iv) To give the candidate permission to re-write the thesis and to re-submit for re-examination by an entirely new Examining Board within a specified time limit.

Following any such re-examination under B15.17 (iii) and (iv) above it shall be within the discretion of the Examining Board to recommend that the candidate be allowed one further opportunity to re-submit the thesis either at the full or reduced fee.

- B15.18 When a re-examination is undertaken as a result of either paragraphs B15.17 (ii) or (iv) above, two new external examiners will be appointed. The external examiners will not be provided with any information about the previous examination other than that they are conducting a re-examination of the candidate's submission on appeal.
- B15.19 Where a case is referred back to the Examining Board, the Appeal Board may, where appropriate to the circumstances of the case, require an officer of Quality Unit to attend as observer the meeting of the Examining Board.
- B15.20 The decision of the Appeal Board shall be final.

- B15.21 The decision of the Appeal Board and recommendations or advice where appropriate to the circumstances of the case (and of the re-examination if applicable) shall be notified by the Head of Quality Unit or his/her nominee as soon as possible to the appellant, and the Chair of the Examining Board.
- B15.22 In the case of B15.17 or B15.18 above, Head of Quality Unit or his/her nominee shall arrange for the decision and recommendations of the Appeal Board to be implemented. The Examining Board's decision on whether any adjustment should be made to marks or grades previously awarded shall be reported back to the Appeal Board and shall be final. On receipt of this decision, Head of Quality Unit or his/her nominee may, in exceptional cases only, refer the case to the Chair of the Appeal Board for review of the procedures followed. If it transpires that a **serious** procedural irregularity has occurred, the case may be referred back to the relevant Examining Board for reconsideration.
- B15.23 If, as a consequence of a successful appeal, a candidate is regarded as having qualified for a degree, he/she shall normally be admitted to the degree at the next opportunity. Alternatively, the University Secretary may deem such a candidate to have been admitted to the degree on a prior occasion provided that all other necessary conditions for admission have been met.
- B15.24 The Appeal Board may make recommendations for consideration by the Regulations Committee or the Research Committee as appropriate on any matter arising from the consideration of appeals.
- B15.25 Pursuant to the Higher Education Act 2004, the Office of the Independent Adjudicator for Higher Education (the OIA) has been designated by the National Assembly for Wales from 1 January 2005 as the operator of an independent programme in Wales for the review of student complaints.

Once all the relevant University procedures above have been exhausted a candidate may submit a complaint to the OIA. Any such complaint must be submitted by sending a completed Complaints Form together with all relevant information to the OIA within three months of the date on the "Completion of Procedures Letter" from the University, upon completion of its internal procedures. An OIA Complaint Form can be obtained from the OIA website [www.oiahe.org.uk](http://www.oiahe.org.uk) or by telephoning or writing to the OIA. The contact details for the OIA are as follows:

OIA, Third Floor, Kings Reach, 38-50 Kings Road, Reading, RG1 3AA  
Tel: 0118 959 9813

Email: [enquiries@oiahe.org.uk](mailto:enquiries@oiahe.org.uk)

## **B16 Aegrotat and Posthumous Awards**

B16.1 These provisions shall only apply with the express approval of the relevant external examiner and the Vice-Chancellor.

### *Aegrotat awards*

B16.2 Aegrotat awards may be awarded to candidates who have been prevented by illness from completing final examined/assessed elements of a taught programme of study.

B16.3 The Examination Board should be satisfied that the candidate's prior performance shows beyond a reasonable doubt that he/she would have passed but for the illness/event that occurred and that the candidate is unlikely to be able to return to complete his/her study at a later date.

B16.4 Aegrotat awards will only be made with the express approval of the candidate. Where he/she is unwilling to accept this award the Examination Board shall permit him/her to complete the assessments in question by an approved subsequent date.

B16.5 An Aegrotat degree, diploma or certificate shall be unclassified and, in all other respects, un-graded. An aegrotat award does not necessarily entitle the holder to registration with a professional body, or exemption for the requirements of any professional qualification, which might otherwise be associated with the programme of study concerned.

B16.6 Examination Boards may not recommend the award of aegrotat research degrees and aegrotat taught Master's degrees may be awarded only where the work done for the dissertation can be examined. This requirement does not prevent the issuing to the candidate of any relevant certificate or diploma award that might be made in respect of study already completed.

### *Posthumous awards*

B16.7 Posthumous awards may be made in cases where there has been a death of a candidate. The following is intended to apply in these circumstances; if a candidate has died, having qualified for the award and satisfying the usual requirements prior to death, the award made will not be distinguished in any other way from that given to any other graduates usually.

B16.8 The Examination Board will need to satisfy itself that the appropriate requirements have been met in respect of the awards, as follows:

### *Initial Degree Programmes*

B16.9 An Examination Board may recommend that a posthumous degree be

awarded where the candidate achieved no fewer than two thirds of the credits required, at the appropriate levels, prior to death. For full-time honours degrees no fewer than 60 credits at level 6 taken in the final year must have been completed. For full-time ordinary degrees no fewer than 20 credits at level 6 taken in the final year must have been completed.

- B16.10 If an Examination Board wishes to recommend that a posthumous undergraduate Certificate or Diploma be awarded, it should consider the candidate's performance in the completed assessments, provided that the candidate completed two terms of a one year programme (or equivalent for a longer programme).

#### *Taught Master's Programmes*

- B16.11 An Examination Board may recommend that a posthumous degree be awarded where a candidate died before submission of a dissertation, provided the Board is able to consider available evidence of the research work completed by the candidate. Normally such evidence shall be supplied by the candidate's supervisor, who shall submit a report for consideration by the examiners. In addition:

- Enough of the research project must have been completed to allow a proper assessment to be made of the scope of the dissertation.
- The standards of the research work completed must be that normally required for the award of the degree in question, and must demonstrate the candidate's grasp of the subject.
- The written material available must demonstrate the candidate's ability to write a dissertation of the required standard.

- B16.12 If an Examination Board wishes to recommend that a posthumous postgraduate Certificate or Diploma be awarded:

- After completion of taught element of the programme, where the candidate has died before commencing the Master's dissertation or has died before the completion of all the required assessments, it should consider the candidate's performance in the assessments completed (or other evidence available).
- Prior to completion of taught element of the programme, it should consider the assessments completed (or other evidence available), provided that the candidate completed two terms of a one-year programme (or equivalent proportion for a longer programme).

#### *Postgraduate Research Degrees*

- B16.13 An Examination Board may recommend that a posthumous degree be awarded:

- After the thesis has been examined or submitted for examination but before the oral examination (where required) could be held, if the Board considers the work presented and provided that it is satisfied that the work is the candidate's own (by means of the receipt of a report from the supervisor).

- Before the thesis has been submitted, provided the Board is able to consider available evidence of the research work completed by the candidate. Normally such evidence shall be supplied by the candidate's supervisor, who shall submit a report for consideration by the examiners. In addition:
  - Enough of the research project must have been completed to allow a proper assessment to be made of the scope of the thesis
  - The standards of the research work completed must be that normally required for the award of the degree in question, and must demonstrate the candidate's grasp of the subject
  - The written material available (such as draft chapters, published work, presentations to conferences/seminars) must demonstrate the candidate's ability to write a thesis of the required standard.

B16.14 Should a case fail to satisfy the requirements of the regulations it is open to the Examination Board (in consultation with the external examiner) to refer it to the Regulations Committee for consideration for special approval of it on its merits.

*The making of the Award*

- B16.15 In cases in which families or friends wish to attend a ceremony, in consultation with family and friends the following could be arranged:
- The holding a special ceremony in memory of the student in the Faculty concerned, at which a presentation of the certificate could be made to the appropriate persons
  - The inclusion of the student's name in the formal degree congregation, together with the extension of an invitation to friends and family to attend (by University of Wales convention, it is traditional in such cases for the name of the deceased to appear in congregation booklets surrounded by a black border).
- B16.16 In cases in which family and friends do not wish to take part in a ceremony a personal letter of condolence should be prepared for dispatch at the same time as the certificate is dispatched to the family.

## **Appendix I**

### *Variations to Assessment Regulations applicable to Access and Foundation Programmes*

B1 Curriculum and credits – as per main regulations

#### **B2 Marking scale**

All grades for all units at level 2 and 3 are expressed as pass/achieved or not achieved. A ten point scale is used for grading and the following rules apply:

Grades 1-4 equate to a pass at level 2

Grades 5-10 equate to a pass at level 3

#### **B3 Accreditation of prior achievement**

B3.2 The following exemption rules apply to the Access/OCN programme:

- GCSE (A-C) Maths will gain the full exemption of 6 credits at Level 2 for Numeracy.
- GCSE (A-C) English will gain the full exemption of 12 credits at Level 2 for English.
- A maximum of 12 credits at Level 3 from other awarding bodies, provided that the qualification has been gained within three years of starting the (university) course and is directly relevant.

Total of credit transfer or credit exemption for any Pathway: 21 credits at Level 2; 12 credits at Level 3.

B3.3 Any claims for APA, credit exemption or credit transfer should be discussed with the Subject and/or Lead Moderator at the mid-Programme visit rather than at the final examination board.

#### **B4 Conduct of formal examinations**

B4.2 Timetables for formal written, oral and aural examinations shall be prepared and issued by the Faculties according to a submission schedule agreed by the Director of Student Administration. Draft timetables shall indicate the intended date, time and campus for each formal examination and shall be accompanied by a statement of the maximum number of candidates expected to sit the examination. Time-constrained tests must be included in both mandatory and optional modules.

B4.6 Candidates shall not enter the examination room until instructed to do so by an invigilator. When so instructed, candidates shall proceed to the appropriate desk identified on the examination room seating plan. Thereafter, candidates must not leave their places without the permission of an invigilator. Examinations conducted in the first semester each year are managed and invigilated by members of the



programme team. Second semester examinations adhere to the university regulations.

B5 Special requirements – as per main regulations

B6 Language of Assessment – as per main regulations

**B7 Late submission of assessed work**

B7.2 Candidates shall be informed in writing, by Deans of Faculty or their nominees, of the designated submission dates for items of assessed work. For work submitted after the assessment deadline without permission from the tutor in semester one or beyond a week's authorised extension in semester two, the work will be assessed and feedback provided but the assessment will not count towards the unit credit.

B7.3 In the first semester, academic tutors have the authority to allow an extension to submission date of up to two weeks (ten working days) providing learners submit a written request. Learners must apply for this extension at least 3 working days before the hand in date.

B7.4 For the second semester the same amount of flexibility in extending assessment deadlines will be available to the programme tutors but mitigating circumstances preventing completion of assessments will be subject to the same level of scrutiny by the programme team as provided by the Student Affairs Panel and the corroborative evidence will be of the same quality. In accord with OCN procedures, students will complete a 'Request for extension of deadline in assessed work' form to their tutor together with the required corroborative evidence.

**B8 Extenuating circumstances**

B8.8 See B7 above. For extenuating circumstances that are unlikely to be resolved within the two week (10 working days) extension period available in semester one and the one week (5 working days) in semester two the University's extenuating circumstances procedures will apply as per main regulation.

B9 Student Fitness to Practise – Principles – as per main regulations

B10 Unfair practice – as per main regulations

**B11 Examination boards and external examiners**

B11.3 Examination Boards have a general responsibility to satisfy themselves that proper procedures have been carried out, giving full confidence in the security and integrity of assessment, in relation to:  
(i) the scrutiny and approval of assessment tasks including

- assessed coursework tasks and formal examinations;
- (ii) the scrutiny and marking of all examination scripts, projects, assignments or other assessment tasks which contribute to candidates' progress or which contribute to final assessment;
- (iii) aural, oral and viva voce examinations.

Examination Boards shall consider evidence that the standards achieved by learners meet the minimum expectations for the award. All learner records should be available showing achievement of units and related credits. Details of the credit tariff and combination of credits required for successful completion of each pathway/programme must be available.

- B11.5 The examination board will be chaired by the Dean of Faculty or his/her nominee. A representative of Agored Cymru is invited to attend the board as an observer. The minimum attendance at an end of year examination board where a QAA-recognised Access qualification is to be confirmed shall be the Access Lead Moderator, the Access Coordinator for the university and pathway or programme lead tutors or their nominated representatives. The Access coordinator for Wales is entitled to attend as are the internal moderators. External examiners appointed for the Foundation award are also invited to attend. Only the lead moderator can sign off the Recommendation for the Award of Credit (RACs) documents or their equivalent. Details of the credit tariff and combination of credits required for successful completion of each pathway/programme must be available.
- B11.7 Thematic Moderators must visit the university, review the assessed work produced within each pathway or programme and submit reports to Agored Cymru in time to be forwarded to the Lead Moderator before the examination board. Lead Moderators should review all RACs against the Credit tariff requirements to ensure that not only the correct number of credits have been achieved but that the correct combination and number of credits have been achieved to conform with the current submission documentation.
- B12 Disclosure of grades and publication of results – as per main regulations
- B13 Candidates in financial debt to the University – as per main regulations
- B14 Academic appeals – as per main regulations

NOTE: Learners on OCN programmes can appeal assessment decisions directly to Agored Cymru once the University's appeals procedures have been exhausted.

## **Appendix II**

### *Appeals Regulation applicable to the Degree of PhD by Published Works*

The Appeals Regulation (Postgraduate Research Degree) shall apply with the following exceptions:

Paragraph B15.7. The first three grounds for appeal shall apply but the following shall replace B15.7 (iv):

Where the advice given by the advisor(s) assigned by the University was inadequate and there were exceptional reasons why this had not been reported by the candidate prior to the decision of the Examining Board.

## Appendix III

### *Variations to Assessment Regulations applicable to International Foundation Year Programme*

B1 Curriculum and credits - as per main regulations

#### **B2 Marking scale**

B2.1-2 Each element of assessed work will be marked and graded. All grades are expressed as percentages, as follows:

<b>GRADE</b>	<b>DESCRIPTION</b>
75% and above	Excellent
65 - 74%	Very Good
55 - 64%	Good
45 - 54%	Satisfactory
40 - 44%	Adequate
39% and below	Fail

The grade for a module will be calculated on the basis of grades for its elements averaged according to their weightings.

B2.3 All assessment elements in a module must be attempted and a candidate must, in addition to achieving a minimum average grade of 40% for a module, achieve at least 30% in all elements in order to achieve credit. Failure to attempt all assessment elements in a module shall result in the award of grade 0.

#### **B3 Accreditation of prior achievement**

This is not applicable to this programme.

B4 Conduct of formal examinations - as per main regulations

B5 Special requirements – as per main regulations

B6 Language of Assessment – as per main regulations

#### **B7 Late submission of assessed work**

B7.2 Candidates shall be informed in writing, by Executive Deans of Faculty or their nominees, of the designated submission dates for items of assessed work. Work submitted for assessment later than the published submission date shall be subject to the following

penalties:

% Grade submitted on time*	if Late – within 1 week	Late – within 2 weeks	Late – beyond 2 weeks
100	90	80	0
90	80	70	0
80	70	60	0
70	60	50	0
60	50	40	0
50	40	30	0
40	30	20	0
30	20	10	0
20	10	0	0

\*A decimal of 0.5 or above shall be rounded to the next highest integer and a decimal point of less than 0.5 shall be rounded to the next lowest integer.

- B8 Extenuating circumstances – as per main regulations
- B9 Student fitness to practise – Principles – as per main regulations
- B10 Unfair practice – as per main regulations
- B11 Examination boards and external examiners – as per main regulations
- B12 Disclosure of grades and publication of results – as per main regulations
- B13 Candidates in financial debt to the University – as per main regulations
- B14 Academic appeals – as per main regulations
- B16 Aegrotat and posthumous awards - as per main regulations





## **C Award Regulations 2013-14**





## **C1 Undergraduate Modular Programmes**

*Approved variations to this Regulation C1, applicable to Initial Teacher Training Programmes and to the BA (Hons) Social Work, are listed in Appendix I and II to this Regulation.*

### *Eligibility*

- C1.1 To be eligible for consideration for an undergraduate modular award, a candidate shall:
- (i) have fulfilled any conditions which may be required by the University in respect of the programmes of study;
  - (ii) have pursued a modular programmes of study approved by the University for the period prescribed by the University (except as provided by paragraph C1.4 and C1.5 below);
  - (iii) have attained the minimum levels of credit specified in Annex I;
  - (iv) have fulfilled any further conditions specified elsewhere in this Regulation.

### *Levels and credits*

- C1.2 The levels and minimum credit requirements associated with each undergraduate modular award shall be as set out in Annex I.
- C1.3 Full-time candidates are normally required to pursue the equivalent of at least 120 credits during each academic year. Candidates studying other than full-time are required to pursue annually such minimum credit requirements as are required by the University, subject to adherence to the established time-limits for the completion of the programmes.
- C1.4 A candidate's previous learning and achievement may, at the University's discretion, be deemed to count towards the requirements for an award. Such prior achievement shall be assessed and credit-rated in accordance with Regulation B3. The maximum amount of accreditation for prior achievement shall normally be one half of the total credit volume of the University of South Wales programmes to be pursued. Accreditation to a maximum of two thirds of the total credit volume may be approved in exceptional cases. Where the maximum of two thirds of the total credit volume is approved as APA, candidates are required to successfully achieve the remaining credits contributing to the award.
- C1.5 The maximum number of credits which may be accepted to count towards a Foundation degree of the University shall be not more than 120. Where the maximum transferable credit allowed has been accepted, the remaining credits to be pursued through the University of South Wales shall normally be at least at Level 5.
- C1.6 A candidate may change one module for another or withdraw from a

module as permitted within the structure of the programmes, by no later than 4.00 pm on the Friday of the third week of the semester, subject to the minimum credit requirement that a full-time candidate must be registered for no less than 50 credits per semester.

*Period of study*

- C1.7 Candidates shall complete all University examinations within the maximum registration periods from the date of initial registration specified in Annex I.
- C1.8 The minimum period of registration shall be as specified in Annex I, except where a shorter minimum period has been approved at validation or subsequently. Candidates should normally complete the programmes in the minimum period. If a candidate wishes to complete the programmes outside the minimum period, application should be made to and agreed by the Examination Board. A candidate who exceeds the minimum period for the programmes, or who is referred and required to repeat module(s) or to retrieve them without attendance during the subsequent academic session, must re-enrol and shall be charged the module fee as agreed annually by the University.
- C1.9 A candidate is expected to engage effectively in her/his studies during the period of the registration for the award. Individual programme handbooks shall outline the expectations around engagement with studies, but there is a general expectation that a candidate shall regularly attend lectures and seminars and other such opportunities for tuition, that he/she shall participate in seminars and that he/she shall undertake the necessary study in preparation for seminars.
- C1.10 The established time-limits will be reduced *pro rata* at the outset of the candidature where a candidate's prior achievement has been accredited by the University in accordance with the provisions of C1.4 and C1.5.
- C1.11 In exceptional circumstances, and with the approval of the Chair of the relevant Board, a candidate may suspend registration (without being liable to fees within the period of suspension), but shall receive no compensating extension of maximum registration period.
- C1.12 Where a candidate's progress has been demonstrably impaired by circumstances verified with third party evidence and the impairment could not be compensated for during the maximum registration period, the Student Affairs Panel may at its discretion support a case for an extension of registration beyond the maximum period. In the event that a candidate is dissatisfied with a decision, she/he may request, through the administrator, that it be reviewed by the Chair of the Regulations Committee. This request must be submitted no

later than one month after the communication of the decision. Requests submitted after this will not be considered unless the student can provide an exceptional reason as to why she/he did not make the submission earlier. The administrator shall have the authority to decide whether or not a decision should be referred to the Chair of the Regulations Committee and shall normally refer the case only when the candidate has produced evidence that was not made available previously.

- C1.13 Notwithstanding the above, the registration of a candidate may be terminated where the Faculty has concerns that the candidate is not sufficiently engaged with studies, or where a candidate in debt is unable to make an appropriate arrangement with the Finance Office within the debt-recovery procedure. Registration of a candidate may also be suspended or terminated by the Deputy Vice-Chancellor upon the advice of the Dean in the circumstances where substantial evidence is presented to the Deputy Vice-Chancellor, following an investigation, that a student is unfit to study.

#### *Assessment*

- C1.14 Progress of a candidate shall normally be assessed in the period immediately following completion of the teaching of a module and provisional grades released in those instances where there is not a scheduled Examination Board meeting to confirm progression or award.
- C1.15 The mark scheme for modules shall be as specified in Regulation B2. The modular pass mark shall be D5. All assessment elements in a module must be attempted and a candidate must, in addition to achieving a minimum average grade of D5 for a module, achieve at least an E4 in all elements in order to achieve credit. Failure to attempt all assessment elements in a module shall result in the award of grade 0. For purposes of an award, any condonement of a failed module is subject to a minimum of F2 being achieved in each element of assessment in the module.
- C1.16 Subject to the provisions of C1.17, a candidate who without valid cause fails to attend an examination or otherwise fails to comply with assessment requirements shall be awarded grade 0 for the relevant module. A candidate who submits work for assessment later than the published submission date shall be subject to penalty of the deduction of one alpha numeric grade for submission within the first week thereafter, the deduction of two alpha numeric grades for submission within the second week thereafter and confirmation of grade 0 for non-submission subsequently.
- C1.17 A candidate who is unable to comply with assessment requirements because of illness, or for any other cause found valid on the production of acceptable evidence, may be deferred and so

permitted by the Examination Board, upon the recommendation of the Student Affairs Panel, to be assessed in the relevant module(s) at a time determined by the Examination Board (or its delegated officers) as if for the first time. In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), and if it is satisfied that there are reasonable grounds, the Examination Board may award the qualification, with the express approval of the candidate(s) concerned, without further assessment, provided that at least two thirds of the credits which contribute to the final award have been completed successfully through conventional assessment, as opposed to Accreditation of Prior Achievement, or it may recommend that the candidate receives an *aegrotat* award. The latter provisions shall apply in such cases only with the express approval of the relevant external examiner and the Vice-Chancellor.

### *Referral*

C1.18 A candidate who is referred in a module shall be eligible for one opportunity as of right to retrieve the module. An Examination Board may withdraw this general right of re-assessment where the referral relates to an element of assessment that has been formally designated as testing *professional* as opposed to *academic* competence, or where a candidate has failed to meet the attendance requirements of the programmes.

C1.19 A candidate may not re-sit any module or unit of assessment for which a pass mark has been attained previously. In cases for which a retrieval attempt is permitted, only the failed module(s) or part(s) of a module or modules need be repeated. D5 shall be the maximum grade assigned for the successful completion of any element of assessment in a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module.

Where the assessment elements in a module are of unequal weightings and candidates have failed all elements, candidates may choose to retrieve only the higher weighted elements and retain any original marginal fail (E4) grades for the lower weighted elements (i.e. in situations where the lower weighted assessments would mean that obtaining a capped D5 grade would not make a material difference to the candidate passing the module).

C1.20 Failure after referral shall normally mean termination of registration on the programmes of study with credit awarded for modules successfully completed, unless progression requirements, including achievement of all pre-requisites, have been satisfied.

Candidates who have failed a retrieval attempt are able to have their original grade for an assessment element stand if it was sufficient to have passed the module (i.e. no less than E4).

C1.21 An Examination Board may exceptionally, in the event of subsequent failure, exercise discretion to recommend one further opportunity for re-assessment; this shall normally be by completing the module in full but may, in exceptional cases, be without having to complete the whole module, such as in cases where the module/programme will no longer be available or in some cases where candidates are required to pass all modules to progress. In such cases, the Examination Board may stipulate that the candidate shall repeat a full year of study. Candidates will be requested to submit a pro-forma confirming that they wish to undertake a repeat of module(s) or year.

C1.22 In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), if it is satisfied that there are reasonable grounds, and with the express approval of the candidate(s) concerned, the Examination Board may deem candidates who cannot take referral assessments to have passed the modules affected. Any condonement of a failed element of module assessment is subject to:

- a minimum of F2 being achieved in the relevant element(s) of assessment in the module;
- application of the condonement provision to a maximum of 20 credits of study;
- a maximum grade of D5.

This provision shall apply in such cases only with express approval of the relevant external examiner and the University Secretary.

This provision would only apply:

- In the case of finalists, to module credit over and above that already included in the “two thirds of credit” which can exceptionally be used to award a qualification, **as in C1.17**
- In the case of progression candidates, to module credit over and above that normally required for progression, as in Section C, Annex 1.

C1.23 In the case of repeated failed modules all current grades shall be revoked; the normal module fees shall be payable; the candidate shall be allowed one further assessment opportunity for the full grade and if necessary one retrieval opportunity subject to the provisions in C1.19; there shall be no extension to the normal registration period. The Chair of the Examination Board shall notify Student Administration Services of revoked grades.

C1.24 In the case of a repeated full year of study (with normal module completion requirements), all modules from the year shall be repeated; the candidate shall agree formally to relinquish in full his/her previous marks in the modules; the normal module fees shall be payable; the candidate shall be allowed one further assessment

opportunity for the full grade and if necessary one retrieval opportunity subject to the provision in C1.19.; there shall be no extension to the normal registration period. The Chair of the Examination Board shall notify Student Administration Services of revoked grades.

*Progression and award requirements: all awards*

- C1.25 The general minimum progression and award requirements are specified in Annex I. The requirements for the BA (Honours) Social Work are specified in Appendix II.

In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), and if it is satisfied that there are reasonable grounds, the Examination Board may allow provisional progression to the next level, without the normal minimum credit volume required for progression. In such cases the examination board shall satisfy itself that the candidate will not be disadvantaged, in terms of prerequisite subject knowledge, by allowing such progression.

On expiry of the exceptional circumstances, the Faculty will set a reasonable timetable for any outstanding assessments.

Where the candidate fails, after the rescheduled assessment, to achieve the normal credit volume for progression, and the candidate has exhausted the normal rights to reassessment, the examination board may allow an exceptional further opportunity for reassessment or a repeat year of study, with a commensurate extension to the registration period as necessary. Failure to achieve outstanding assessments after all the above provisions have been exhausted will result in the candidate failing the programme.

- C1.26 Qualification for and, where appropriate, classification of an award shall be determined by the Examination Board on the basis of a candidate's performance in the pursuit of those credits designated as contributing to the final award. In exceptional circumstances, as outlined in C1.17, the Examination Board may propose that an award be made to a candidate who is unable to present the required credit profile.

*Progression and award requirements: Certificates and Diplomas*

- C1.27 Candidates who have pursued a minimum of 120 credits of a diploma programmes but find themselves unable subsequently to complete (or are not permitted to do so) may be awarded a Certificate of Higher Education, provided that the relevant learning outcomes have been achieved.
- C1.28 Candidates with an overall average of A14 or above and who have

not been referred in any module shall be eligible for the award of Distinction.

*Progression and award requirements: Foundation Degrees*

- C1.29 Depending upon the requirements of the approved programmes of study, a candidate shall pursue credit in respect of assessed workplace based learning which shall number not fewer than 20 credits.
- C1.30 A candidate who is admitted to a Foundation programmes but is subsequently unable, or is not permitted, to progress to completion may qualify for the award of a Certificate of Higher Education, providing the minimum credit requirements for that award have been met and the learning outcomes have been achieved.
- C1.31 The Examination Board shall recommend whether a candidate be deemed either to have passed or to have failed the programmes. In all other respects, the Foundation degree shall be unclassified.

*Progression and award requirements: Ordinary and Honours degrees*

- C1.32 Degrees may be awarded following successful completion of one of the following modular programmes of study: Honours; Joint Honours; Combined Honours; Ordinary.
- C1.33 A candidate who is admitted to an Ordinary or Honours degree programmes but is subsequently unable, or is not permitted, to progress to completion may, depending upon the number of credits attained at the appropriate levels at the time of exit and provided that the relevant learning outcomes have been achieved, qualify for the award of a Certificate or Diploma of Higher Education. Such a candidate may, at the University's discretion, be permitted to re-enter the programmes at the appropriate point provided that he/she has not previously attempted and failed the higher qualification after exhausting all rights of retrieval and subject to the time-limits for completion of the programmes.
- C1.34 Candidates in Honours degree programmes who fail to reach the standard required for the award of a degree, but who subsequently redeem their failure to the satisfaction of the Examination Board under C1.18, shall be eligible for consideration for the award of a degree at the Pass or Honours level, as appropriate.
- C1.35 The names of Honours degree candidates who have fulfilled the requirements of the programmes shall be published in the Honours classes shown below. Classification shall normally be based on a candidate's average literal-numeral grade across the 240 credits at Level 5 and 6, subject to any further published conventions that an Examination Board may have determined with reference to

requirements for student performance:

First Class	average of (A) 14 or above
Upper Second Class	average of (B) 11 or above
Lower Second Class	average of (C) 8 or above
Third Class	average of (D) 5 or above
Fail	average of (E) 4 or lower

Where the maximum of two thirds of the total credit volume is approved as APA, students are required to successfully achieve the remaining credits contributing to the award.

For classification purposes, the candidate's average performance should be calculated *both* on the basis of a 1 to 1 weighting of penultimate to final level, *and* on the basis of a 1 to 2 weighting. The candidate would then be classified according to whichever of these overall calculations is the better. For joint honours programmes, the method of classification shall apply across all subjects comprising the degree, not separately to each subject.

**Where** an equal weighting across Levels 5 and 6 is applied (as being more favourable to the candidate than a 1/3 weighting for Level 5 and a 2/3 weighting for Level 6), **or where** a student has completed level 6 as a result of direct entry to this level, the Examination Board may exercise discretion as follows:

- (a) If the average numeral grade has a decimal place, the examination board has the discretion to round the grade using the convention that a decimal of 0.5 or above may be rounded to the next highest integer and a decimal point of less than 0.5 rounded to the next lowest integer.
- (b) Rounding which moves the candidate into a higher classification of degree class is therefore limited to within the following "windows of opportunity":
  - (i) 13.5 or above may be rounded to 14.0
  - (ii) 10.5 or above may be rounded to 11.0
  - (iii) 7.5 or above may be rounded to 8.0
  - (iv) 4.5 or above may be rounded to 5.0
- (c) Examining Boards shall consider all students falling within the "window of opportunity" and should ensure that any decisions are fully minuted.

C1.36 A candidate who fails to obtain the minimum number of credits required for the award of an Honours degree may elect to be re-assessed or, provided that the relevant award requirements have been met, to be awarded a Pass degree. A candidate who fails to obtain the minimum number of credits required for the award of an Honours degree after re-assessment shall be awarded a Pass degree, provided that the requirements for the award of the Pass degree have been met. Such a candidate is not then eligible to



achieve an Honours degree in the same subjects by taking additional credits at a later date.

## Appendix I

### *Undergraduate Modular Programmes: Variations approved by the Academic Board for Initial Teacher Training Programmes*

- B2 Level 5 and 6 assessments for block school experience may be assessed using pass/fail grades.
- C1.19 A candidate may not re-sit any module or unit of assessment for which a pass mark has been attained previously. In cases for which a retrieval attempt is permitted, only the failed module(s) or part(s) of a module or modules need be repeated. D5 shall be the maximum grade assigned for the successful completion of a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module. The re-examination of Practical Teaching shall be conditional upon the availability of a suitable school or institution approved by the Examination Board.
- C1.32 Every candidate shall pursue a programme of study in the principles of education and of practical teaching. A candidate must satisfy the examiners that he/she has developed the competencies expected of newly qualified teachers as written in Welsh Office Circular 13/98 or any other similar requirements specified by the Welsh Government. This shall depend upon a candidate satisfying the examiners in both Practical Teaching and in written work consisting either of coursework or a combination of coursework and written examinations.

## Appendix II

### *Undergraduate Modular Programmes: Variations approved by the Academic Board for the BA (Hons) Degree in Social Work*

- C1.18 A candidate who is referred in a module shall be eligible for one opportunity as of right to retrieve the module. An Examination Board may withdraw this general right of re-assessment where the referral relates to an element of assessment that has been formally designated as testing *professional* as opposed to *academic* competence, or where a candidate has failed to meet the attendance requirements of the programmes. An Examination Board may exceptionally, in the event of subsequent failure, exercise discretion to recommend one further opportunity for re-assessment with or without attendance as determined by the Examination Board. In such cases, the Examination Board may stipulate that the candidate shall repeat a full year of study. The approved Termination of Training Procedures shall also apply.
- C1.19 A candidate may not re-sit any module or unit of assessment for which a pass mark has been attained previously. In cases for which a retrieval attempt is permitted, only the failed module(s) or part(s) of a module or modules need be repeated. D5 shall be the maximum grade assigned for the successful completion of any element of assessment in a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module. The re-examination of Practice Learning shall be conditional upon the availability of a suitable Agency approved by the Examination Board.
- C1.25 A candidate must pass all modules to progress and to qualify for the award of an Honours degree. The progression and award requirements shall be:

	<b>Credits</b>	<b>Award</b>
For progression from Level 4 to Level 5	120 credits at Level 4	eligible for the award of Certificate of Higher Education
For progression from Level 5 to Level 6	120 credits at Level 5	with a minimum of 120 credits at Level 4 and 100 credits at Level 5, eligible for award of Diploma of Higher Education
Eligible for the award of an Honours Degree	120 credits at Level 6	With at least 360 credits across levels 4, 5 and 6, eligible for the award of an Honours Degree.

For classification purposes, the candidate's average performance should be calculated *both* on the basis of a 1 to 1 weighting of

penultimate to final level, *and* on the basis of a 1 to 2 weighting. The candidate will then be classified according to whichever of these overall averages is the better.

Only where an equal weighting across Levels 5 and 6 is applied (as being more favourable to the student than a 1/3 weighting for Level 5 and a 2/3 weighting for Level 6), the Examination Board may exercise discretion as follows:

- (a) If the average numeral grade has a decimal place, the examination board has the discretion to round the grade using the convention that a decimal of 0.5 or above may be rounded to the next highest integer and a decimal point of less than 0.5 rounded to the next lowest integer.
- (b) Rounding which moves the candidate into a higher classification of degree class is therefore limited to within the following “windows of opportunity”:
  - (i) 13.5 or above may be rounded to 14.0
  - (ii) 10.5 or above may be rounded to 11.0
  - (iii) 7.5 or above may be rounded to 8.0
  - (iv) 4.5 or above may be rounded to 5.0
- (c) Examining Boards shall consider all students falling within the “window of opportunity” and should ensure that any decisions are fully minuted.

A candidate who has achieved a minimum of 120 credits at Level 4 and 100 credits at Level 5 shall be eligible for transfer to the BA (Hons) Social Studies programmes, subject to satisfying any pre-requisites specified by the Faculty.

- C1.34 The BA (Hons) Social Work shall not be awarded without Honours. A candidate who fails to reach the standard required for the Honours award but who subsequently redeems his or her failure in units of study to the satisfaction of the Examination Board under C1.18, shall be eligible for consideration for the award of the degree at Honours level. A candidate shall be eligible for the award of the BA (Honours) Social Studies degree provided that he/she has achieved 220 credits at Levels 5 and 6, with not less than 100 credits at Level 6, and has satisfied any pre-requisites specified by the Faculty.

*Paragraph C1.33 is not applicable to this programme.*

## **C2 Graduate Certificate and Diploma Programmes**

*Graduate Certificate and Diploma Programmes are at Level 6 (Hons level), with credit totals of 60 and 120 respectively, and are for entry for those holding a degree or equivalent. They have a minimum duration of 1 year full-time, and should be distinguished from Postgraduate Certificate and Diploma, which whilst also requiring a degree for entry are at Level 7 (Master's).*

### *Entry*

- C2.1 To be eligible for admittance to study for a graduate certificate or diploma programmes of the University a candidate shall:
- (i) have qualified for an initial degree of the University, or of another University approved for the purpose, or hold another qualification which is recognised by the University as being of graduate equivalence;
  - (ii) have fulfilled any further entry conditions which may be required by the University in respect of the programmes to be pursued.

A non-graduate may also be admitted to candidature provided that he/she has sufficient experience to benefit from, and cope with, study at the undergraduate level (6) and in relation to the demands of the particular programme and has evidence of other learning (taught or experiential) that equates to a degree.

### *Levels and credits*

- C2.2 The levels and minimum credit requirements associated with each award shall be as set out in Annex I.
- C2.3 A candidate's previous learning and achievement may, at the University's discretion, be deemed to count towards the requirements for an award. Such prior achievement shall be assessed and credit-rated in accordance with Regulation B3. The maximum amount of credits that may be accepted to account towards a graduate certificate or diploma award of the University shall be:
- (i) Graduate certificate: 30 credits
  - (ii) Graduate diploma: 60 credits
- C2.4 A candidate may change one module for another or withdraw from a module as permitted within the structure of the programmes, by no later than 4.00 pm on the Friday of the third week of the semester, subject to the minimum credit requirement that a full-time candidate must be registered for no less than 50 credits per semester.

### *Period of study*

- C2.5 Graduate certificate and diploma programmes shall be offered on the basis of a one year full-time, or two years part-time, period of study.
- C2.6 Candidates should normally complete the programmes in the minimum period of registration as specified in Annex I. If a candidate wishes to complete the programmes outside the minimum period, application should be made to and agreed by the Examination Board. A candidate who exceeds the minimum period for the programmes, or who is referred and required to repeat module(s) or to retrieve them without attendance during the subsequent academic session, must re-enrol and shall be charged the module fee as agreed annually by the University.
- C2.7 A candidate is expected to engage effectively in her/his studies during the period of the registration for the award. Individual programme handbooks shall outline the expectations around engagement with studies, but there is a general expectation that a candidate shall regularly attend lectures and seminars and other such opportunities for tuition, that he/she shall participate in seminars and that he/she shall undertake the necessary study in preparation for seminars.
- C2.8 The established time-limits will be reduced *pro rata* at the outset of the candidature where a candidate's prior achievement has been accredited by the University in accordance with the provisions of C2.3.
- C2.9 In exceptional circumstances, and with the approval of the Chair of the relevant Board, a candidate may suspend registration (without being liable to fees within the period of suspension), but shall receive no compensating extension of maximum registration period.
- C2.10 Where a candidate's progress has been demonstrably impaired by circumstances verified with third party evidence and the impairment could not be compensated for during the maximum registration period, the Student Affairs Panel may at its discretion support a case for an extension of registration beyond the maximum period.
- C2.11 Notwithstanding the above, the registration of a candidate may be terminated where the Faculty has concerns that the candidate is not sufficiently engaged with studies, or where a candidate in debt is unable to make an appropriate arrangement with the Finance Office within the debt-recovery procedure.

### *Assessment*

- C2.12 Progress of a candidate shall normally be assessed in the period

immediately following completion of the teaching of a module and provisional grades released in those instances where there is not a scheduled Examination Board meeting to confirm progression or award

- C2.13 The mark programmes for modules shall be as specified in Regulation B2. The modular pass mark shall be D5. All assessment elements in a module must be attempted and a candidate must, in addition to achieving a minimum average grade of D5 for a module, achieve at least an E4 in all elements in order to achieve credit. Failure to attempt all assessment elements in a module shall result in the award of grade 0.
- C2.14 Subject to the provisions of C2.15, a candidate who without valid cause fails to attend an examination or otherwise fails to comply with assessment requirements shall be awarded grade 0 for the relevant module. A candidate who submits work for assessment later than the published submission date shall be subject to penalty of the deduction of one alpha numeric grade for submission within the first week thereafter, the deduction of two alpha numeric grades for submission within the second week thereafter and confirmation of grade 0 for non-submission subsequently.
- C2.15 A candidate who is unable to comply with assessment requirements because of illness, or for any other cause found valid on the production of acceptable evidence, may be deferred and so permitted by the Examination Board, upon the recommendation of the Student Affairs Panel, to be assessed in the relevant module(s) at a time determined by the Examination Board (or its delegated officers) as if for the first time. In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), and if it is satisfied that there are reasonable grounds, the Examination Board may award the qualification, with the express approval of the candidate(s) concerned, without further assessment, provided that at least two thirds of the credits which contribute to the award have been completed successfully through conventional assessment as opposed to Accreditation of Prior Achievement, or it may recommend that the candidate receives an *aegrotat* award. The latter provisions shall apply in such cases only with the express approval of the relevant external examiner and the Vice-Chancellor.

#### *Referral*

- C2.16 A candidate who is referred in a module shall have no right to retrieve the module, but an Examination Board may be expected to exercise discretion to afford one opportunity for retrieval. However, if referral relates to an element of assessment that has been formally designated as testing *professional* as opposed to *academic* competence, or if a candidate has failed to meet the attendance requirements of the programmes, the Examination Board may

decide to offer no opportunity for re-assessment.

- C2.17 In cases for which a retrieval attempt is permitted, only the failed module(s) or part(s) of a module or modules need be repeated. D5 shall be the maximum grade assigned for the successful completion of any element of assessment in a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module.

Where the assessment elements in a module are of unequal weightings and candidates have failed all elements, candidates may choose to retrieve only the higher weighted elements and retain any original marginal fail (E4) grades for the lower weighted elements (i.e. in situations where the lower weighted assessments would mean that obtaining a capped D5 grade would not make a material difference to the candidate passing the module).

- C2.18 Failure after referral shall mean termination of registration on the programmes of study with credit awarded for modules successfully completed, unless progression requirements, including achievement of all pre-requisites, have been satisfied.

Candidates who have failed a retrieval attempt are able to have their original grade for an assessment element stand if it was sufficient to have passed the module (i.e. no less than E4).

- C2.19 In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), if it is satisfied that there are reasonable grounds, and with the express approval of the candidate(s) concerned, the Examination Board may deem candidates who cannot take referral assessments to have passed the modules affected. Any condonement of a failed element of module assessment is subject to:

- a minimum of F2 being achieved in the relevant element(s) of assessment in the module;
- application of the condonement provision to a maximum of 20 credits of study;
- a maximum grade of D5.

This provision shall apply in such cases only with express approval of the relevant external examiner and the University Secretary.

This provision would only apply:

- In the case of finalists, to module credit over and above that already included in the "two thirds of credit" which can exceptionally be used to award a qualification, as in **C2.15**.
- In the case of progression candidates, to module credit over and above that normally required for progression, as in Section C, Annex 1.



### *Award requirements*

- C2.20 The general minimum award requirements are specified in Annex I. All modules must be completed successfully to qualify for an award.
- C2.21 The provisions of C2.20 notwithstanding, a candidate who has pursued a minimum of 120 credits of a graduate diploma programmes but who is unable subsequently to complete (or is not permitted to do so) may be awarded a graduate certificate provided that he/she has met the minimum credit requirements for the certificate award.
- C2.22 Candidates with an overall average of A14 or above and who have not been referred in any module shall be eligible for the award of Distinction.

### **C3 Modular Master's Programmes**

#### Entry

- C3.1 Candidates for modular master's degrees shall normally hold one of the following qualifications prior to commencement of the programmes:
- (i) an initial degree of the University of Wales;
  - (ii) an initial degree awarded by another approved degree-awarding body;
  - (iii) a non-graduate qualification which the University has deemed to be of a satisfactory standard for the purpose of postgraduate admission.
- C3.2 A non-graduate may also be admitted to candidature provided that he/she has sufficient experience to benefit from, and cope with, study at the postgraduate level and in relation to the demands of the particular programme<sup>7</sup>.
- C3.3 A prospective candidate who already holds a doctoral degree shall show that the master's programme to be pursued is in a different field of study from that for which the doctoral degree was awarded.
- C3.4 In all cases, the University shall satisfy itself that a candidate is of the required academic standard to complete the programmes of study proposed and is able to meet the University's English Language requirements.
- C3.5 All candidates shall be required to register as students of the University at the commencement of the first module and pay the appropriate fees.

#### *Levels and credits*

- C3.6 The levels and minimum credit requirements associated with each award shall be as set out in Annex I.
- C3.7 Modular master's programmes may be provided either on a full-time or on a part-time basis. The academic content of a part-time programme shall be equivalent to that of a full-time programme and in all cases the assessment shall include a dissertation or approved equivalent.
- C3.8 Except for the degree of MRes, Part One of the programmes (the taught element) shall consist of modules totalling 120 credits. Candidates may also be required to complete a period, or periods, of

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<sup>7</sup> As per the Dublin Descriptors, the generic skills required for Master's level study are critical thinking, communication and learning skills; knowledge and skills required for entry to each particular programme shall be specified in the definitive programme document.

professional training or practical experience. Part Two of the programmes (the dissertation element, or approved equivalent) shall consist of not fewer than 60 credits.

- C3.9 For the degree of MRes, Part One of the programmes shall consist of modules totalling not fewer than 60 credits and Part Two of the programmes shall consist of not fewer than 100 credits.
- C3.10 A candidate's previous learning and achievement may, at the University's discretion, be deemed to count towards the requirements for an award. Such prior achievement shall be assessed and credit-rated in accordance with Regulation B3. The maximum amount of accreditation for prior achievement shall normally be one half of the total credit volume of the University of South Wales programmes to be pursued and shall not exceed the number of credits established for Part One. Accreditation shall not be attributed to Part Two.
- C3.11 A candidate may change one module for another or withdraw from a module as permitted within the structure of the programmes, by no later than 4.00 pm on the Friday of the third week of the semester, subject to the minimum credit requirement that a full-time candidate must be registered for no less than 50 credits per semester.

#### *Period of study*

- C3.12 Candidates shall be required to complete all prescribed taught modules and submit the dissertation in the prescribed form within the maximum registration period, from the date of initial registration, specified in Annex I, or in accordance with any other time-limit specified by the University under C3.25. The maximum period may be extended by the Student Affairs Panel in exceptional cases only. If a candidate is required to re-submit a dissertation, the maximum period shall be adjusted as specified in C3.28.
- C3.13 Candidates should normally complete the programmes in the minimum period of registration. If a candidate wishes to complete the programmes outside the minimum period, application should be made to and agreed by the Examination Board. A candidate who exceeds the minimum period for the programmes, or who is referred and required to repeat module(s) with attendance or to retrieve them without attendance during the subsequent academic session, must re-enrol and shall be charged the module fee as agreed annually by the University.
- C3.14 A candidate is expected to engage effectively in her/his studies during the period of the registration for the award. Individual programme handbooks shall outline the expectations around engagement with studies, but there is a general expectation that a candidate shall regularly attend lectures and seminars and other

such opportunities for tuition, that he/she shall participate in seminars and that he/she shall undertake the necessary study in preparation for seminars.

- C3.15 The established time-limits may be reduced *pro rata* at the outset of the candidature where a candidate's prior achievement has been accredited by the University in accordance with the provisions of C3.10.
- C3.16 In exceptional circumstances, and with the approval of the Chair of the relevant Board, a candidate may suspend registration (without being liable to fees within the period of suspension), but shall receive no compensating extension of maximum registration period.
- C3.17 Where a candidate's progress has been demonstrably impaired by circumstances verified with third party evidence and the impairment could not be compensated for during the maximum registration period, the Student Affairs Panel may at its discretion support a case to the University for an extension of registration beyond the maximum period.
- C3.18 Notwithstanding the above, the registration of a candidate may be terminated where the Faculty has concerns that the candidate is not sufficiently engaged with studies, or where a candidate in debt is unable to make an appropriate arrangement with the Finance Office within the debt-recovery procedure.

*Assessment and referral: Part One*

- C3.19 Modules shall be assessed individually. Candidates may also be required to demonstrate satisfactory completion of any period of professional training or practical experience.
- C3.20 The mark programmes for modules shall be as specified in Regulation B2. The modular pass mark shall be D5. All assessment elements in a module must be attempted and a candidate must, in addition to achieving a minimum average grade of D5 for a module, achieve at least an E4 in all elements in order to achieve credit. Failure to attempt all assessment elements in a module shall result in the award of grade 0.
- C3.21 Subject to the provisions of C3.22, a candidate who without valid cause fails to attend an examination or otherwise fails comply with assessment requirements shall be awarded grade 0 for the relevant module. A candidate who submits work for assessment later than the published submission date shall be subject to penalty of the deduction of one alpha numeric grade for submission within the first week thereafter, the deduction of two alpha numeric grades for submission within the second week thereafter and confirmation of grade 0 for non-submission subsequently.

C3.22 A candidate who is unable to comply with assessment requirements because of illness, or for any other cause found valid on the production of acceptable evidence, may be deferred and so permitted by the Examination Board, upon the recommendation of the Student Affairs Panel, to be assessed in the relevant module(s) at a time determined by the Examination Board (or its delegated officers) as if for the first time.

C3.23 A candidate who obtains less than grade D5 in a module may be re-assessed in that module on one subsequent occasion within the overall time-limit prescribed for the programmes. (An Examination Board may withdraw this general right of re-assessment where the referral relates to an element of assessment that has been formally designated as testing *professional* as opposed to *academic* competence, or where a candidate has failed to meet the attendance requirements of the programmes). Notwithstanding, candidates may be permitted one further opportunity for re-assessment at the discretion of the Examination Board. In such cases, the Examination Board may stipulate that the candidate shall repeat a full year of study, as outlined in C3.25.

Candidates who have failed a retrieval attempt are able to have their original grade for an assessment element stand if it was sufficient to have passed the module (i.e. no less than E4).

C3.24 A candidate may not re-sit any module or unit of assessment for which a pass mark has been attained previously. In cases for which a retrieval attempt is permitted, only the failed module(s) or part(s) of a module or modules need be repeated. D5 shall be the maximum grade assigned for the successful completion of a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module.

Where the assessment elements in a module are of unequal weightings and candidates have failed all elements, candidates may choose to retrieve only the higher weighted elements and retain any original marginal fail (E4) grades for the lower weighted elements (i.e. in situations where the lower weighted assessments would mean that obtaining a capped D5 grade would not make a material difference to the candidate passing the module).

C3.25 Notwithstanding C3.24, a candidate who, upon the recommendation of the Examination Board, repeats a full year of study may do so for the actual marks attained provided that at the outset he/she agrees formally to relinquish his/her previous marks in full; the normal module fees shall be payable. In the event of failure at the end of the repeated year, no further retrieval attempt shall be permitted. The Chair of the Examination Board shall notify Student

Administration Services of revoked grades.

C3.26 In the case of repeated failed modules all current grades shall be revoked; the normal module fees shall be payable; the candidate shall be allowed one further assessment opportunity for the full grade and if necessary one retrieval opportunity subject to the provisions in C3.24; there shall be no extension to the normal registration period. The Chair of the Examination Board shall notify Student Administration Services of revoked grades.

C3.27 In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), if it is satisfied that there are reasonable grounds, and with the express approval of the candidate(s) concerned, the Examination Board may deem candidates who cannot take referral assessments to have passed the modules affected. Any condonement of a failed element of module assessment is subject to:

- a minimum of F2 being achieved in the relevant element(s) of assessment in the module;
- application of the condonement provision to a maximum of 20 credits of study;
- a maximum grade of D5.

This provision shall apply in such cases only with express approval of the relevant external examiner and the University Secretary.

This provision would only apply:

- In the case of awards of PG Certificate or PG Diploma (but not Master's degree), to module credit over and above that already included in the "two thirds of credit" which can exceptionally be used to award a qualification, **as in C3.37**.
- In the case of progression candidates, to module credit over and above that normally required for progression, as in Section C, Annex 1.

#### *Assessment and referral: Part Two*

C3.28 The dissertation or approved equivalent shall embody the methods and results of a research project. All candidates shall be required to observe the terms of the University's Ethics Policy and, where applicable, to refer their research proposals to the appropriate body for consideration. Except where other provisions are specified in Appendix I to this Regulation, the length of the dissertation shall not exceed 20,000 words (or 40,000 words for candidatures for the degree of MRes). Candidates shall be required to submit their dissertations in accordance with the requirements specified in Annex I.

C3.29 The time-limit for submission of the dissertation shall be specified by the University. A dissertation which is not submitted within the time-

limit specified by the University shall be regarded as having failed by non-submission and the candidate shall be permitted to submit a dissertation (in the prescribed form and manner) on one occasion only, not more than twelve months from the original deadline stipulated by the University. A fee shall be payable for the examination of such a dissertation. Candidates who have failed by non-submission shall be eligible for the award of the bare pass-mark only.

- C3.30 If a dissertation is failed by the examiners the candidate may re-present it once only, not more than twelve months from the date of the official communication to the candidate of the result by the relevant Faculty of the University. A fee shall be payable for the examination of such a re-presented dissertation.

#### *Progression and award requirements*

- C3.31 The general minimum progression and award requirements are specified in Annex I.

In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), and if it is satisfied that there are reasonable grounds, the Examination Board may allow provisional progression to the next level, without the normal minimum credit volume required for progression. In such cases the examination board shall satisfy itself that the candidate will not be disadvantaged, in terms of prerequisite subject knowledge, by allowing such progression.

On expiry of the exceptional circumstances, the Faculty will set a reasonable timetable for any outstanding assessments.

Where the candidate fails, after the rescheduled assessment, to achieve the normal credit volume for progression, and the candidate has exhausted the normal rights to reassessment, the examination board may allow an exceptional further opportunity for reassessment or a repeat year of study, with a commensurate extension to the registration period as necessary. Failure to achieve outstanding assessments after all the above provisions have been exhausted will result in the candidate failing the programme.

- C3.32 Candidates shall be required to pass Part One of the programmes successfully before being permitted to proceed to Part Two. This regulation shall not apply to candidates for the degree of MRes, which shall be specifically designed to allow simultaneous progress through both Parts, with the taught element supporting the development of applied research skills.

- C3.33 Both Part One and Part Two must be completed successfully before candidates may qualify for the award of a degree. The examiners

may require candidates to undergo an oral examination at any stage of the programmes of study.

- C3.34 A candidate shall be eligible for the award of a Distinction if (s)he achieves an average of B12 or above in the taught element of the programme (Part 1) and achieves A14 or above on the dissertation element of the programme (Part 2). A candidate who has passed Part One at the second attempt shall not be eligible subsequently for the award of a Distinction. For candidates who have been accredited less than half of the credit volume for Part One, the award of Distinction may be applied based on the average of the grades achieved for modules studied at the University of South Wales. Students who are accredited for more than half of the credit volume for Part One shall not be eligible for the award of Distinction.
- C3.35 A candidate shall be eligible for the award of a Merit if (s)he achieves an average of B12 or above in the taught element of the programme (Part 1) and achieves B12 or above on the dissertation element of the programme (Part 2). A candidate who has passed Part One at the second attempt shall not be eligible subsequently for the award of a Merit. For candidates who have been accredited less than half of the credit volume for Part One, the award of Merit may be applied based on the average of the grades achieved for modules studied at the University of South Wales. Students who are accredited for more than half of the credit volume for Part One shall not be eligible for the award of Merit.
- C3.36 A candidate who is admitted to a master's degree programmes but is subsequently unable, or is not permitted, to progress to completion may qualify for the award of a Postgraduate Certificate (upon attaining not fewer than 60 credits, at least 40 of which shall be at Level 7) or a Postgraduate Diploma (upon attaining not fewer than 120 credits, at least 90 of which shall be at Level 7). Such awards may be made with Distinction if the minimum grade across a candidate's performance does not fall below the grade A14 or Merit if the minimum grade across a candidate's performance does not fall below the grade B12. The award of a Postgraduate Diploma may not be made to candidates admitted to study for the degree of MRes.
- C3.37 In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), and if it is satisfied that there are reasonable grounds, the Examination Board may award the qualification of PG Certificate or PG Diploma (but not Master's degree) with the express approval of the candidate(s) concerned, without further assessment, provided that at least two thirds of the credits which contribute to the award have been completed successfully through conventional assessment as opposed to Accreditation of Prior Achievement; or it may recommend that the candidate receives an *aegrotat* award (PG



Certificate, PG Diploma or Master's degree). These provisions shall apply in such cases only with the express approval of the relevant external examiner and the Vice-Chancellor.

- C3.38 A candidate who leaves a programme of study with or without a Postgraduate Certificate or Postgraduate Diploma may, at the University's discretion, be permitted to re-enter the programmes at the appropriate point provided that he/she has not previously attempted and failed the higher qualification after exhausting all rights of retrieval and subject to the time-limits for completion of the programmes.

## **Appendix I: Requirements for master's dissertations**

*References in the following paragraphs to a 'dissertation' should be taken to include any equivalent form of submission/assessment detailed in this Appendix.*

- C3A.1 Candidates are at liberty to publish the whole or part of the work produced during their period of registration at the University prior to its submission as a whole, or as part of a dissertation, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the dissertation submitted for examination.
- C3A.2 Except as required in C3A.12, candidates may not amend, add to or delete from the dissertation after it has been submitted for examination.
- C3A.3 The designated supervisor or equivalent member of staff who has been involved in the preparation of the dissertation may act as one of the internal examiners for it, but may not act as sole internal examiner. Any resubmitted dissertation will normally be examined by the same internal examiners.
- C3A.4 Two typed and bound copies and an electronic copy of the dissertation shall be submitted by the candidate in accordance with agreed protocol.
- C3A.5 Each copy of the dissertation shall include:  
(i) a summary of the dissertation not exceeding 300 words in length;  
(ii) the required statement (signed in the bound copies) by the candidate (see C3A.6);  
(iii) the required declaration (signed in the bound copies) by the candidate (see C3A.7).
- C3A.6 Every candidate in submitting a dissertation shall state to what extent it is the result of his/her independent work or investigation, and shall indicate any portions for which he/she is indebted to other sources. Explicit references should be given, and a full bibliography shall be appended to the work.
- C3A.7 Every candidate in submitting a dissertation shall certify that it has not already been accepted in substance for any academic award and is not being concurrently submitted in candidature for any such award.
- C3A.8 A dissertation submitted for a higher degree of the University shall normally be openly available and subject to no security classification or restriction of access. However the University may place a bar on photocopying of and/or access to a dissertation for a specified period of up to five years. It shall be the responsibility of the candidate's project supervisor to make an application to the

Regulations Committee of the University as soon as is reasonably practicable.

- C3A.9 On submission, candidates shall be required to incorporate a statement within the work (which will be signed in the bound copies) to indicate either:
- (i) that the dissertation, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be made available to outside organisations; or
  - (ii) that the dissertation, if successful, may be made so available after expiry of a bar.

The title and summary of the dissertation shall normally be freely available.

- C3A.10 The copies of every dissertation approved by the examiners shall become the property of the University.

- C3A.11 If a dissertation is deemed by the examiners to be of particular value, one copy shall be deposited by the institution in the National Library of Wales, Aberystwyth. A dissertation shall be deemed to be of particular value in the following cases:

- (i) where it has been judged by the Examination Board to be of Distinction standard (whether or not the candidate has qualified for the degree with Distinction by virtue of having also achieved the necessary standard of performance in Part One of the programmes);
- (ii) where it is of particular relevance to Wales or is in one of the following academic disciplines: Welsh, Celtic Studies, Welsh History.

- C3A.12 An Examination Board may require candidates to make typographical or minor corrections to a dissertation which has been passed before deposit in the libraries.

*Special provisions for the MBA*

- C3A.13 In the case of candidates studying for the MBA, Part Two may take the form of 30 credits of research-based taught modules plus a dissertation of a maximum of 20,000 words representing a further 30 credits.

*Special provisions for degree programmes in the Creative Arts*

- C3A.14 In the case of candidates following master's or research degree programmes of study in the Creative Arts, the dissertation or thesis may take one or more of the following forms: artefact, score, portfolio of original works, performance or exhibition. The submission shall be accompanied by a written commentary

(normally of 5,000-6,000 words) placing it in its academic context together with any other items which may be required (e.g. a catalogue or audio or visual recording).

- C3A.15 In all cases the submission and written commentary shall be bound, and other required items (e.g. tape or other media) shall be enclosed in a container suitable for storage on a library shelf and shall carry the same information on the spine as is required for dissertations/theses. This information shall be so placed as to be readily readable from the container in its stored position.

## **C4 Postgraduate Certificates in Education**

### **Professional Graduate Certificates**

#### **Certificates in Education**

##### *Entry*

- C4.1 Every candidate for the Postgraduate Certificate in Education (PGCE), the Professional Graduate Certificate in Education (Post-compulsory Education) (PGCE (PCE)) and the Professional Graduate Certificate in Education (Post-compulsory Education and Training) (PGCE (PcET)) shall either have qualified for a degree in the University of Wales or a degree of another University approved for the purpose of this Regulation, or shall hold a qualification approved by the University as being of a standard equivalent to a degree, subject to any conditions and requirements specified by the relevant statutory or regulatory bodies.
- C4.3 Every candidate for the Professional Graduate Certificate in Education, the Professional Graduate Certificate in Education (PCE) and the Professional Graduate Certificate in Education (PcET) shall be required to matriculate. Application for matriculation must be made not later than 15 November in the year of entry upon the programme of study. Matriculation forms may be obtained from the Student Administration Service. A candidate for the PGCE (PcET) who fails to matriculate by the due date, or who is unable to do so owing to the conferral of a degree being outstanding by that date, shall be eligible only for the award of a Certificate in Education (PcET).

##### *Levels and credits*

- C4.4 The levels and minimum credit requirements associated with each award shall be as set out in Annex I.
- C4.5 A candidate's previous learning and achievement may, at the University's discretion, be deemed to count towards the requirements for an award. Such prior achievement shall be assessed and credit-rated in accordance with Regulation B3. The maximum amount of accreditation for prior achievement shall normally be one half of the total credit volume of the University of South Wales programme to be pursued. Accreditation to a maximum of two thirds of the total credit volume may be approved in exceptional cases. Where the maximum of two thirds of the total credit volume is approved as APA, students are required to successfully achieve the remaining credits contributing to the award. All such accreditation shall be subject to any conditions and requirements specified by the relevant statutory or regulatory bodies.
- C4.6 A candidate may change one module for another or withdraw from a

module as permitted within the structure of the programme, by no later than 4.00 pm on the Friday of the third week of the semester, subject to the minimum credit requirement that a full-time candidate must be registered for no less than 50 credits per semester.

*Period of study*

- C4.7 Every candidate shall pursue a programme of study in the principles of education and of practical teaching during a period of not less than one academic year.
- C4.8 Candidates shall complete all University examinations within the maximum registration periods from the date of initial registration specified in Annex I.
- C4.9 Candidates should normally complete the programme in the minimum period of registration as specified in Annex I. If a candidate wishes to complete the programme outside the minimum period, application should be made to and agreed by the Examination Board. A candidate who exceeds the minimum period for the programme, or who is referred and required to repeat module(s) or to retrieve them without attendance during the subsequent academic session, must re-enrol and shall be charged the module fee as agreed annually by the University.
- C4.10 A candidate is expected to engage effectively in her/his studies during the period of the registration for the award. Individual programme handbooks shall outline the expectations around engagement with studies, but there is a general expectation that a candidate shall regularly attend lectures and seminars and other such opportunities for tuition, that he/she shall participate in seminars and that he/she shall undertake the necessary study in preparation for seminars.
- C4.11 The established time-limits will be reduced *pro rata* at the outset of the candidature where a candidate's prior achievement has been accredited by the University in accordance with the provisions of C4.5.
- C4.12 In exceptional circumstances, and with the approval of the Chair of the relevant Board, a candidate may suspend registration (without being liable to fees within the period of suspension), but shall receive no compensating extension of maximum registration period.
- C4.13 Where a candidate's progress has been demonstrably impaired by circumstances verified with third party evidence and the impairment could not be compensated for during the maximum registration period, the Student Affairs Panel may at its discretion support a case for an extension of registration beyond the maximum period.

- C4.14 Notwithstanding the above, the registration of a candidate may be terminated where the Faculty has concerns that the candidate is not sufficiently engaged with studies, or where a candidate in debt is unable to make an appropriate arrangement with the Finance Office within the debt-recovery procedure.

#### *Assessment*

- C4.15 Postgraduate Certificate in Education: A candidate must satisfy the examiners that he/she has developed the competencies expected of newly qualified teachers as written in Welsh Office Circular 13/98 or any other similar requirements specified by the Welsh Government. This shall depend upon a candidate satisfying the examiners in both Practical Teaching and in written work consisting either of coursework or a combination of coursework and written examinations.

Professional Graduate Certificate in Education (PCE) and Professional Graduate Certificate in Education (PcET) programmes: Such candidates are required to satisfy the examiners in both Practical Teaching and in written work consisting either of coursework or a combination of coursework and written examinations, and such requirements, including standards, as the Welsh Government shall specify for teacher training in this sector.

- C4.16 The mark scheme for modules shall be as specified in Regulation B2. D5 shall be the maximum grade assigned for the successful completion of any element of assessment in a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module. Failure to attempt all assessment elements in a module shall result in the award of grade 0.
- C4.17 Subject to the provisions of C4.18, a candidate who without valid cause fails to attend an examination or otherwise fails to comply with assessment requirements shall be awarded grade 0 for the relevant module. A candidate who submits work for assessment later than the published submission date shall be subject to penalty of the deduction of one alpha numeric grade for submission within the first week thereafter, the deduction of two alpha numeric grades for submission within the second week thereafter and confirmation of grade 0 for non-submission subsequently. In the case of assessments for modules which are to be graded Pass/Fail, assessments that are submitted late will be automatically failed and referred, with a second opportunity given to attain the pass grade.
- C4.18 A candidate who is unable to comply with assessment requirements because of illness, or for any other cause found valid on the production of acceptable evidence, may be deferred and so permitted by the Examination Board, upon the recommendation of

the Student Affairs Panel, to be assessed in the relevant module(s) at a time determined by the Examination Board (or its delegated officers) as if for the first time.

### *Referral*

C4.19 A candidate who is referred in a module shall be eligible for one opportunity as of right to retrieve the module. An Examination Board may withdraw this general right of re-assessment where the referral relates to an element of assessment that has been formally designated as testing *professional* as opposed to *academic* competence, or where a candidate has failed to meet the attendance requirements of the programme. An Examination Board may exceptionally, in the event of subsequent failure, exercise discretion to recommend to the University Secretary one further opportunity for re-assessment with or without attendance as determined by the Examination Board. In such cases, the Examination Board may stipulate that the candidate shall repeat the full programme of study.

Candidates who have failed a retrieval attempt are able to have their original grade for an assessment element stand if it was sufficient to have passed the module (i.e. no less than E4).

C4.20 A candidate may not re-sit any module or unit of assessment for which a pass mark has been attained previously. In cases for which a retrieval attempt is permitted, only the failed module(s) or part(s) of a module or modules need be repeated. D5 shall be the maximum grade assigned for the successful completion of any element of assessment in a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module.

Where the assessment elements in a module are of unequal weightings and candidates have failed all elements, candidates may choose to retrieve only the higher weighted elements and retain any original marginal fail (E4) grades for the lower weighted elements (i.e. in situations where the lower weighted assessments would mean that obtaining a capped D5 grade would not make a material difference to the candidate passing the module).

C4.21 Subject to the provisions of C4.19, failure after referral shall mean termination of registration on the programme of study with credit awarded for modules successfully completed, unless progression requirements, including achievement of all pre-requisites, have been satisfied.

C4.22 In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), if it is satisfied that there are reasonable grounds, and with the express approval of the candidate(s) concerned, the Examination Board may deem



candidates who cannot take referral assessments to have passed the modules affected. Any condonement of a failed element of module assessment is subject to:

- a minimum of F2 being achieved in the relevant element(s) of assessment in the module;
- application of the condonement provision to a maximum of 20 credits of study;
- a maximum grade of D5.

This provision shall apply in such cases only with express approval of the relevant external examiner and the University Secretary.

This provision would only apply:

- In the case of progression candidates, to module credit over and above that normally required for progression, as in Section C, Annex 1.

- C4.23 The re-examination of Practical Teaching shall be conditional upon the availability of a suitable school or institution approved by the Examination Board.

#### *Progression and award requirements*

- C4.24 The general minimum progression and award requirements are specified in Annex I.

In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), and if it is satisfied that there are reasonable grounds, the Examination Board may allow provisional progression to the next level, without the normal minimum credit volume required for progression. In such cases the examination board shall satisfy itself that the candidate will not be disadvantaged, in terms of prerequisite subject knowledge, by allowing such progression.

On expiry of the exceptional circumstances, the Faculty will set a reasonable timetable for any outstanding assessments.

Where the candidate fails, after the rescheduled assessment, to achieve the normal credit volume for progression, and the candidate has exhausted the normal rights to reassessment, the examination board may allow an exceptional further opportunity for reassessment or a repeat year of study, with a commensurate extension to the registration period as necessary. Failure to achieve outstanding assessments after all the above provisions have been exhausted will result in the candidate failing the programme.

- C4.25 Postgraduate Certificate in Education: Qualification for the award of PGCE shall be determined by the Examination Board. All modules must be completed successfully before a candidate shall qualify for

an award.

Professional Graduate Certificate in Education (PCE) and Professional Graduate Certificate in Education (PcET): Qualification for an award shall be determined by the Examination Board. All modules must be completed successfully before a candidate may qualify for the award of Professional Graduate Certificate in Education (PCE) or Professional Graduate Certificate in Education (PcET) or, in respect of non-matriculating candidates, a Certificate in Education (PcET).

## **C6 Master of Fine Arts**

### *Entry*

- C6.1 Candidates for MFA degrees shall normally hold one of the following qualifications prior to commencement of the programme:
- (i) an initial degree of the University of Wales;
  - (ii) an initial degree awarded by another approved degree-awarding body;
  - (iii) a non-graduate qualification which the University has deemed to be of a satisfactory standard for the purpose of postgraduate admission.
- C6.2 A non-graduate may also be admitted to candidature provided that he/she has sufficient experience to benefit from, and cope with, study at the postgraduate level and in relation to the demands of the particular programme.<sup>8</sup>
- C6.3 A prospective candidate who already holds a doctoral degree shall show that the master's programme to be pursued is in a different field of study from that for which the doctoral degree was awarded.
- C6.4 In all cases, the University shall satisfy itself that a candidate is of the required academic standard to complete the programme of study proposed and is able to meet the University's English Language requirements.
- C6.5 All candidates shall be required to register as students of the University at the commencement of the first module and pay the appropriate fees.

### *Levels and credits*

- C6.6 The levels and minimum credit requirements associated with each award shall be as set out in Annex I.
- C6.7 MFA programmes may be provided either on a full-time or on a part-time basis. The academic content of a part-time programme shall be equivalent to that of a full-time programme.
- C6.10 A candidate's previous learning and achievement may, at the University's discretion, be deemed to count towards the requirements for an award. Such prior achievement shall be assessed and credit-rated in accordance with Regulation B3. The maximum amount of accreditation for prior achievement shall normally be one half of the total credit volume of the University of

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<sup>8</sup> As per the Dublin Descriptors, the generic skills required for Master's level study are critical thinking, communication and learning skills; knowledge and skills required for entry to each particular programme shall be specified in the definitive programme document.

South Wales programme to be pursued.

- C6.11 A candidate may change one module for another or withdraw from a module as permitted within the structure of the programme, by no later than 4.00 pm on the Friday of the third week of the semester, subject to the minimum credit requirement that a full-time candidate must be registered for no less than 50 credits per semester.

*Period of study*

- C6.12 Candidates shall be required to complete all prescribed modules within the maximum registration period, from the date of initial registration, specified in Annex I, or in accordance with any other time-limit specified by the University under C6.25. The maximum period may be extended in exceptional cases only.
- C6.13 Candidates should normally complete the programme in the minimum period of registration. If a candidate wishes to complete the programme outside the minimum period, application should be made to and agreed by the Examination Board. A candidate who exceeds the minimum period for the programme, or who is referred and required to repeat module(s) with attendance or to retrieve them without attendance during the subsequent academic session, must re-enrol and shall be charged the module fee as agreed annually by the University.
- C6.14 A candidate is expected to engage effectively in her/his studies during the period of the registration for the award. Individual programme handbooks shall outline the expectations around engagement with studies, but there is a general expectation that a candidate shall regularly attend lectures and seminars and other such opportunities for tuition, that he/she shall participate in seminars and that he/she shall undertake the necessary study in preparation for seminars.
- C6.15 The established time-limits may be reduced *pro rata* at the outset of the candidature where a candidate's prior achievement has been accredited by in accordance with the provisions of C6.10.
- C6.16 In exceptional circumstances, and with the approval of the Chair of the relevant Board, a candidate may suspend registration (without being liable to fees within the period of suspension), but shall receive no compensating extension of maximum registration period.
- C6.17 Where a candidate's progress has been demonstrably impaired by circumstances verified with third party evidence and the impairment could not be compensated for during the maximum registration period, the Student Affairs Panel may at its discretion support a case to the University for an extension of registration beyond the maximum period.

- C6.18 Notwithstanding the above, the registration of a candidate may be terminated where the Faculty has concerns that the candidate is not sufficiently engaged with studies, or where a candidate in debt is unable to make an appropriate arrangement with the Finance Office within the debt-recovery procedure.
- C6.19 Modules shall be assessed individually. Candidates may also be required to demonstrate satisfactory completion of any period of professional training or practical experience.
- C6.20 The mark scheme for modules shall be as specified in Regulation B2. The modular pass mark shall be D5. All assessment elements in a module must be attempted and a candidate must, in addition to achieving a minimum average grade of D5 for a module, achieve at least an E4 in all elements in order to achieve credit. Failure to attempt all assessment elements in a module shall result in the award of grade 0.
- C6.21 Subject to the provisions of C6.22, a candidate who without valid cause fails to attend an examination or otherwise fails to comply with assessment requirements shall be awarded grade 0 for the relevant module. A candidate who submits work for assessment later than the published submission date shall be subject to penalty of the deduction of one alpha numeric grade for submission within the first week thereafter, the deduction of two alpha numeric grades for submission within the second week thereafter and confirmation of grade 0 for non-submission subsequently.
- C6.22 A candidate who is unable to comply with assessment requirements because of illness, or for any other cause found valid on the production of acceptable evidence, may be deferred and so permitted by the Examination Board, upon the recommendation of the Student Affairs Panel, to be assessed in the relevant module(s) at a time determined by the Examination Board (or its delegated officers) as if for the first time. In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), and if it is satisfied that there are reasonable grounds, the Examination Board may award the qualification, with the express approval of the candidate(s) concerned, without further assessment, provided that at least two thirds of the credits which contribute to the award have been completed successfully through conventional assessment as opposed to Accreditation of Prior Achievement, or it may recommend that the candidate receives an *aegrotat* award. The latter provisions shall apply in such cases only with the express approval of the relevant external examiner and the Vice-Chancellor, and only to Postgraduate Certificate and Postgraduate Diploma awards.
- C6.23 A candidate who obtains less than grade D5 in a module may be re-

assessed in that module on one subsequent occasion within the overall time-limit prescribed for the programme. (An Examination Board may withdraw this general right of re-assessment where the referral relates to an element of assessment that has been formally designated as testing *professional* as opposed to *academic* competence, or where a candidate has failed to meet the attendance requirements of the programme.) Notwithstanding, candidates may, as outlined in C6.25, be permitted one further opportunity for re-assessment at the discretion of the Examination Board. In such cases, the Examination Board may stipulate that the candidate shall repeat a full year of study.

Candidates who have failed a retrieval attempt are able to have their original grade for an assessment element stand if it was sufficient to have passed the module (i.e. no less than E4).

- C6.24 A candidate may not re-sit any module or unit of assessment for which a pass mark has been attained previously. In cases for which a retrieval attempt is permitted, only the failed module(s) or part(s) of a module or modules need be repeated. D5 shall be the maximum grade assigned for the successful completion of a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module.

Where the assessment elements in a module are of unequal weightings and candidates have failed all elements, candidates may choose to retrieve only the higher weighted elements and retain any original marginal fail (E4) grades for the lower weighted elements (i.e. in situations where the lower weighted assessments would mean that obtaining a capped D5 grade would not make a material difference to the candidate passing the module).

- C6.25 Notwithstanding C6.24, a candidate who, upon the recommendation of the Examination Board, repeats a full year of study may do so for the actual marks attained provided that at the outset he/she agrees formally to relinquish his/her previous marks in full; the normal module fees shall be payable. In the event of failure at the end of the repeated year, no further retrieval attempt shall be permitted. The Chair of the Examination Board shall notify Student Administration Services of revoked grades.

- C6.26 In the case of repeated failed modules all current grades shall be revoked; the normal module fees shall be payable; the candidate shall be allowed one further assessment opportunity for the full grade and if necessary one retrieval opportunity subject to the provisions in C6.23; there shall be no extension to the normal registration period. The Chair of the Examination Board shall notify Student Administration Services of revoked grades.

- C6.27 In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), if it is satisfied that there are reasonable grounds, and with the express approval of the candidate(s) concerned, the Examination Board may deem candidates who cannot take referral assessments to have passed the modules affected. Any condonement of a failed element of module assessment is subject to:
- a minimum of F2 being achieved in the relevant element(s) of assessment in the module;
  - application of the condonement provision to a maximum of 20 credits of study;
  - a maximum grade of D5.

This provision shall apply in such cases only with express approval of the relevant external examiner and the University Secretary.

This provision would only apply in the case of Part One modules (not dissertation stage), to module credit over and above that already included in the “two thirds of credit” which can exceptionally be used to award the qualification of Postgraduate Certificate and Postgraduate Diploma awards, **as in C6.22.**

- C6.28 The dissertation or approved equivalent shall embody the methods and results of a research project. All candidates shall be required to observe the terms of the University’s Ethics Policy and, where applicable, to refer their research proposals to the appropriate body for consideration. Except where other provisions are specified in Appendix I to this Regulation, the length of the dissertation shall not exceed 20,000 words. Candidates shall be required to submit their dissertations in accordance with the requirements specified in Annex I.
- C6.29 The time-limit for submission of the dissertation or approved equivalent shall be specified by the University. A dissertation which is not submitted within the time-limit specified by the University shall be regarded as having failed by non-submission and the candidate shall be permitted to submit a dissertation (in the prescribed form and manner) on one occasion only, not more than twelve months from the original deadline stipulated by the University. A fee shall be payable for the examination of such a dissertation. Candidates who have failed by non-submission shall be eligible for the award of the bare pass-mark only.
- C6.30 If a dissertation or approved equivalent is failed by the examiners the candidate may re-present it once only, not more than twelve months from the date of the official communication to the candidate of the result by the relevant Faculty of the University. A fee shall be payable for the examination of such a re-presented dissertation.

### *Progression and award requirements*

- C6.31 The examiners may require candidates to undergo an oral examination at any stage of the programme of study.
- C6.32 A candidate shall be eligible for the award of a Distinction if (s)he achieves a minimum of A14 or above in 50% of the credits on the taught element of the programme (Part 1) and achieves A14 or above on the dissertation element of the programme (Part 2). A candidate who has passed Part One at the second attempt shall not be eligible subsequently for the award of a Distinction.
- C6.33 A candidate shall be eligible for the award of a Merit if (s)he achieves a minimum of B11 or above in 50% of the credits on the taught element of the programme (Part 1) and achieves B11 or above on the dissertation element of the programme (Part 2). A candidate who has passed Part One at the second attempt shall not be eligible subsequently for the award of a Merit.
- C6.34 A candidate who is admitted to a MFA degree programme but is subsequently unable, or is not permitted, to progress to completion may qualify for the award of a Postgraduate Certificate (upon attaining not fewer than 60 credits, at least 40 of which shall be at Level 7), or a Postgraduate Diploma (upon attaining not fewer than 120 credits, at least 90 of which shall be at Level 7), or a Master's degree (upon attaining not fewer than 180 credits, at least 150 of which shall be at Level 7). Such awards may be made with Distinction if the minimum grade across a candidate's performance does not fall below the grade A14 or Merit if the minimum grade across a candidate's performance does not fall below the grade B12.
- C6.35 A candidate who leaves a programme of study with or without a Postgraduate Certificate, Postgraduate Diploma or Master's degree may, at the University's discretion, be permitted to re-enter the programme at the appropriate point provided that he/she has not previously attempted and failed the higher qualification after exhausting all rights of retrieval and subject to the time-limits for completion of the programme.



## **Appendix I: Requirements for master's dissertations**

*References in the following paragraphs to a 'dissertation' should be taken to include any equivalent form of submission/assessment detailed in this Appendix.*

- C6A.1 Candidates are at liberty to publish the whole or part of the work produced during their period of registration at the University prior to its submission as a whole, or as part of a dissertation, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the dissertation submitted for examination.
- C6A.2 Except as required in C6A.12, candidates may not amend, add to or delete from the dissertation after it has been submitted for examination.
- C6A.3 The designated supervisor or equivalent member of staff who has been involved in the preparation of the dissertation may act as one of the internal examiners for it, but may not act as sole internal examiner.
- C6A.4 Two typed and bound copies and an electronic copy of the dissertation shall be submitted by the candidate in accordance with agreed protocol.
- C6A.5 Each copy of the dissertation shall include:  
(i) a summary of the dissertation not exceeding 300 words in length;  
(ii) the required statement (signed in the bound copies) by the candidate (see C6A.6);  
(iii) the required declaration (signed in the bound copies) by the candidate (see C6A.7).
- C6A.6 Every candidate in submitting a dissertation shall state to what extent it is the result of his/her independent work or investigation, and shall indicate any portions for which he/she is indebted to other sources. Explicit references should be given, and a full bibliography shall be appended to the work.
- C6A.7 Every candidate in submitting a dissertation shall certify that it has not already been accepted in substance for any academic award and is not being concurrently submitted in candidature for any such award.
- C6A.8 A dissertation submitted for a higher degree of the University shall normally be openly available and subject to no security classification or restriction of access. However the University may place a bar on photocopying of and/or access to a dissertation for a specified period of up to five years. It shall be the responsibility of the candidate's project supervisor to make an application to the Regulations Committee of the University as soon as is reasonably

practicable.

- C6A.9 On submission, candidates shall be required to incorporate a statement within the work (which will be signed in the bound copies) to indicate either:
- (i) that the dissertation, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be made available to outside organisations; or
  - (ii) that the dissertation, if successful, may be made so available after expiry of a bar.

The title and summary of the dissertation shall normally be freely available.

- C6A.10 The copies of every dissertation approved by the examiners shall become the property of the University.

- C6A.11 If a dissertation is deemed by the examiners to be of particular value, one copy shall be deposited by the institution in the National Library of Wales, Aberystwyth. A dissertation shall be deemed to be of particular value in the following cases:
- (i) where it has been judged by the Examination Board to be of Distinction standard (whether or not the candidate has qualified for the degree with Distinction by virtue of having also achieved the necessary standard of performance in Part One of the programme);
  - (ii) where it is of particular relevance to Wales or is in one of the following academic disciplines: Welsh, Celtic Studies, Welsh History.

- C6A.12 An Examination Board may require candidates to make typographical or minor corrections to a dissertation which has been passed before deposit in the libraries.

*Special provisions for degree programmes in the Creative Arts*

- C6A.14 In the case of candidates following master's or research degree programmes of study in the Creative Arts, the dissertation or thesis may take one or more of the following forms: artefact, score, portfolio of original works, performance or exhibition. The submission shall be accompanied by a written commentary (normally of 5,000-6,000 words) placing it in its academic context together with any other items which may be required (e.g. a catalogue or audio or visual recording).
- C6A.15 In all cases the submission and written commentary shall be bound, and other required items (e.g. tape or other media) shall be enclosed in a container suitable for storage on a library shelf and shall carry the same information on the spine as is required for

dissertations/theses. This information shall be so placed as to be readily readable from the container in its stored position.

## **C7 Certificate, Diploma and Advanced Diploma of Professional Studies Programmes**

*This regulation applies to Professional Studies programmes which may be developed in partnership with external organisations from corporate, public, voluntary and SME sectors who wish to provide professional development for their staff through coherent packages of modules. The programmes may involve a variety of models of programme development, delivery, assessment and management: programmes delivered wholly or partly externally; programmes comprising modules (existing or new) developed by the University or by a partner, in varying combinations; modules which are work-related or work-located; modules which involve independent study and individually-negotiated learning contracts; the accreditation of modules previously delivered and assessed by partners; programmes delivered and / or assessed by University or partner staff, in varying combinations.*

*The approval process for such programmes shall be based on the University's standard procedures for programme approval, monitoring and development, with particular attention paid to existing guidelines on programmes involving collaborative delivery and flexible and distributed learning, and for work based and placement learning.*

### *Eligibility*

- C7.1 To be eligible for consideration for a professional studies award, a candidate shall:
- (i) have fulfilled any conditions which may be required by the University in respect of the programme of study;
  - (ii) have pursued a modular programme of study approved by the University for the period prescribed by the University (except as provided by paragraph C8.3 below);
  - (iii) have attained the minimum levels of credit specified in Annex I;
  - (iv) have fulfilled any further conditions specified elsewhere in this Regulation.

### *Levels and credits*

- C7.2 The levels and minimum credit requirements associated with each award shall be as set out in Annex I.
- C7.3 A candidate's previous learning and achievement may, at the University's discretion, be deemed to count towards the requirements for an award. Such prior achievement shall be assessed and credit-rated in accordance with Regulation B3, except that there shall be no limitation on the volume of accreditation of prior achievement allowed, other than there being a normal limit of 50% of credit volume for achievement which has not involved University of South Wales modules.
- C7.4 A candidate may change one module for another or withdraw from a

module as permitted within the structure of the programme, by no later than 4.00 pm on the Friday of the third week of the semester.

*Period of study*

- C7.5 Candidates shall complete all University examinations within the maximum registration periods from the date of initial registration specified in Annex I.
- C7.6 The minimum period of registration shall be as specified in Annex I, except where a shorter minimum period has been approved at validation or subsequently. Candidates should normally complete the programme in the minimum period. If a candidate wishes to complete the programme outside the minimum period, application should be made to and agreed by the Examination Board. A candidate who exceeds the minimum period for the programme, or who is referred and required to repeat module(s) or to retrieve them without attendance during the subsequent academic session, must re-enrol and shall be charged the module fee as agreed annually by the University.
- C7.7 A candidate is expected to engage effectively in her/his studies during the period of the registration for the award. Individual programme handbooks shall outline the expectations around engagement with studies, but there is a general expectation that a candidate shall regularly attend lectures and seminars and other such opportunities for tuition, that he/she shall participate in seminars and that he/she shall undertake the necessary study in preparation for seminars.
- C7.8 The established time-limits will be reduced *pro rata* at the outset of the candidature where a candidate's prior achievement has been accredited by the University in accordance with the provisions of C8.3.
- C7.9 In exceptional circumstances, and with the approval of the Chair of the relevant Board, a candidate may suspend registration (without being liable to fees within the period of suspension), but shall receive no compensating extension of maximum registration period.
- C7.10 Where a candidate's progress has been demonstrably impaired by circumstances verified with third party evidence and the impairment could not be compensated for during the maximum registration period, the Student Affairs Panel may at its discretion support a case for an extension of registration beyond the maximum period.
- C7.11 Notwithstanding the above, the registration of a candidate may be terminated where the Faculty has concerns that the candidate is not sufficiently engaged with studies, or where a candidate in debt is unable to make an appropriate arrangement with the Finance Office

within the debt-recovery procedure.

### *Assessment*

- C7.12 Progress of a candidate shall normally be assessed in the period immediately following completion of the teaching of a module and provisional grades released in those instances where there is not a scheduled Examination Board meeting to confirm progression or award.
- C7.13 The mark scheme for modules shall be as specified in Regulation B2. The modular pass mark shall be D5. All assessment elements in a module must be attempted and a candidate must, in addition to achieving a minimum average grade of D5 for a module, achieve at least an E4 in all elements in order to achieve credit. Failure to attempt all assessment elements in a module shall result in the award of grade 0.
- C7.14 Subject to the provisions of C8.15, a candidate who without valid cause fails to attend an examination or otherwise fails to comply with assessment requirements shall be awarded grade 0 for the relevant module. A candidate who submits work for assessment later than the published submission date shall be subject to penalty of the deduction of one alpha numeric grade for submission within the first week thereafter, the deduction of two alpha numeric grades for submission within the second week thereafter and confirmation of grade 0 for non-submission subsequently.
- C7.15 A candidate who is unable to comply with assessment requirements because of illness, or for any other cause found valid on the production of acceptable evidence, may be deferred and so permitted by the Examination Board, upon the recommendation of the Student Affairs Panel, to be assessed in the relevant module(s) at a time determined by the Examination Board (or its delegated officers) as if for the first time. In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), and if it is satisfied that there are reasonable grounds, the Examination Board may award the qualification, with the express approval of the candidate(s) concerned, without further assessment, provided that at least two thirds of the credits which contribute to the award have been completed successfully through conventional assessment as opposed to Accreditation of Prior Achievement, or it may recommend that the candidate receives an *aegrotat* award. The latter provisions shall apply in such cases only with the express approval of the relevant external examiner and the Vice-Chancellor.

### *Referral*

- C7.16 A candidate who is referred in a module shall be eligible for one opportunity as of right to retrieve the module. An Examination Board

may withdraw this general right of re-assessment where the referral relates to an element of assessment that has been formally designated as testing *professional* as opposed to *academic* competence, or where a candidate has failed to meet the attendance requirements of the programme. An Examination Board may exceptionally, in the event of subsequent failure, exercise discretion to recommend one further opportunity for re-assessment with or without attendance as determined by the Examination Board.

- C7.17 A candidate may not re-sit any module or unit of assessment for which a pass mark has been attained previously. In cases for which a retrieval attempt is permitted, only the failed module(s) or part(s) of a module or modules need be repeated. D5 shall be the maximum grade assigned for the successful completion of any element of assessment in a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module.

Where the assessment elements in a module are of unequal weightings and candidates have failed all elements, candidates may choose to retrieve only the higher weighted elements and retain any original marginal fail (E4) grades for the lower weighted elements (i.e. in situations where the lower weighted assessments would mean that obtaining a capped D5 grade would not make a material difference to the candidate passing the module).

- C7.18 Subject to the provisions of C8.16, failure after referral shall mean termination of registration on the programme of study with credit awarded for modules successfully completed.

Candidates who have failed a retrieval attempt are able to have their original grade for an assessment element stand if it was sufficient to have passed the module (i.e. no less than E4).

- C7.19 In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), if it is satisfied that there are reasonable grounds, and with the express approval of the candidate(s) concerned, the Examination Board may deem candidates who cannot take referral assessments to have passed the modules affected. Any condonement of a failed element of module assessment is subject to:

- a minimum of F2 being achieved in the relevant element(s) of assessment in the module;
- application of the condonement provision to a maximum of 20 credits of study;
- a maximum grade of D5.

This provision shall apply in such cases only with express approval of the relevant external examiner and the University Secretary.

This provision would only apply:

- In the case of finalists, to module credit over and above that already included in the “two thirds of credit” which can exceptionally be used to award a qualification, as in C7.15.
- In the case of progression candidates, to module credit over and above that normally required for progression, as in Section C, Annex 1.

*Award requirements*

C7.20 The general minimum award requirements are specified in Annex I.

C7.21 Candidates with an overall average of A14 or above and who have not been referred in any module shall be eligible for the award of Distinction.



## **C8 Edexcel and WJEC programmes**

*This Regulation applies to Higher National Certificates (HNC) and Higher National Diplomas (HND) awarded by Edexcel and to the Foundation Diploma in Art and Design awarded by the Welsh Joint Education Committee (WJEC).*

### *Entry*

- C8.1 To be eligible for admittance to study for an award within the remit of this Regulation, a candidate shall have fulfilled any entry conditions which may be required by the University in respect of the programmes to be pursued.

### *Levels and credits*

- C8.2 The levels and minimum credit requirements associated with each award shall be as set out in Annex I.
- C8.3 A candidate's previous learning and achievement may, at the University's discretion, be deemed to count towards the requirements for an award. Such prior achievement shall be assessed and credit-rated in accordance with Regulation B3. The maximum amount of credits that may be accepted to account towards an award within the remit of this Regulation shall be:
- (i) Foundation Diploma in Art and Design: 60 credits
  - (ii) Higher National Certificate: 60 credits
  - (iii) Higher National Diploma: 120 credits
- C8.4 A candidate may change one module for another or withdraw from a module as permitted within the structure of the programmes, by no later than 4.00 pm on the Friday of the third week of the semester, subject to the minimum credit requirement that a full-time candidate must be registered for no less than 50 credits per semester.

### *Period of study*

- C8.5
- (i) The Foundation Diploma in Art and Design shall be offered on the basis of a one year full-time period of study (or part-time equivalent).
  - (ii) Higher National Certificate programmes shall be offered on the basis of a two-year part-time period of study (or full-time equivalent).
  - (iii) Higher National Diploma programmes shall be offered on the basis of a two-year full-time period of study (or part-time equivalent).
- C8.6 Full-time candidates shall be required to pursue the equivalent of at least 120 credits during each academic year.

- C8.7 Candidates shall complete all examinations within the maximum registration periods from the date of initial registration specified in Annex I.
- C8.8 Candidates should normally complete the programmes in the minimum period of registration as specified in Annex I. If a candidate wishes to complete the programmes outside the minimum period, application should be made to and agreed by the Examination Board. A candidate who exceeds the minimum period for the programmes, or who is referred and required to repeat module(s) or to retrieve them without attendance during the subsequent academic session, must re-enrol and shall be charged the module fee as agreed annually by the University.
- C8.9 A candidate is expected to engage effectively in her/his studies during the period of the registration for the award. Individual programme handbooks shall outline the expectations around engagement with studies, but there is a general expectation that a candidate shall regularly attend lectures and seminars and other such opportunities for tuition, that he/she shall participate in seminars and that he/she shall undertake the necessary study in preparation for seminars.
- C8.10 The established time-limits will be reduced *pro rata* at the outset of the candidature where a candidate's prior achievement has been accredited by the University in accordance with the provisions of C8.3.
- C8.11 In exceptional circumstances, and with the approval of the Chair of the relevant Board, a candidate may suspend registration (without being liable to fees within the period of suspension), but shall receive no compensating extension of maximum registration period.
- C8.12 Where a candidate's progress has been demonstrably impaired by circumstances verified with third party evidence and the impairment could not be compensated for during the maximum registration period, the Student Affairs Panel may at its discretion support a case to the University for an extension of registration beyond the maximum period.
- C8.13 Notwithstanding the above, the registration of a candidate may be terminated where the Faculty has concerns that the candidate is not sufficiently engaged with studies, or where a candidate in debt is unable to make an appropriate arrangement with the Finance Office within the debt-recovery procedure.

#### *Assessment*

- C8.14 Progress of a candidate shall normally be assessed in the period immediately following completion of the teaching of a module and

provisional grades released in those instances where there is not a scheduled Examination Board meeting to confirm progression or award.

- C8.15 The mark programmes for modules shall be as specified in Regulation B2. The modular pass mark shall be D5. All assessment elements in a module must be attempted and a candidate must, in addition to achieving a minimum average grade of D5 for a module, achieve at least an E4 in all elements in order to achieve credit. Failure to attempt all assessment elements in a module shall result in the award of grade 0.
- C8.16 Subject to the provisions of C8.15, a candidate who without valid cause fails to attend an examination or otherwise fails to comply with assessment requirements shall be awarded grade 0 for the relevant module. A candidate who submits work for assessment later than the published submission date shall be subject to penalty of the deduction of one alpha numeric grade for submission within the first week thereafter, the deduction of two alpha numeric grades for submission within the second week thereafter and confirmation of grade 0 for non-submission subsequently.
- C8.17 Subject to the approval of the awarding body, a candidate who is unable to comply with assessment requirements because of illness, or for any other cause found valid on the production of acceptable evidence, may be deferred and so permitted by the Examination Board, upon the recommendation of the Student Affairs Panel, to be assessed in the relevant module(s) at a time determined by the Examination Board (or its delegated officers) as if for the first time. In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), and if it is satisfied that there are reasonable grounds, the Examination Board may award the qualification, with the express approval of the candidate(s) concerned, without further assessment, provided that at least two thirds of the credits which contribute to the award have been completed successfully through conventional assessment as opposed to Accreditation of Prior Achievement, or it may recommend that the candidate receives an *aegrotat* award. The latter provisions shall apply in such cases only with the express approval of the relevant external examiner and the Vice-Chancellor.

#### *Referral*

- C8.18 A candidate who is referred in a module shall be eligible for one opportunity as of right to retrieve the module. An Examination Board may withdraw this general right of re-assessment where the referral relates to an element of assessment that has been formally designated as testing *professional* as opposed to *academic* competence, or where a candidate has failed to meet the attendance requirements of the programmes. At the discretion of the

Examination Board, a candidate who has subsequently been unsuccessful in any units of study which contribute to the award may be permitted further attempts to redeem the failure in each such unit, subject to the maximum registration period specified in Annex I and subject to the approval of the University Secretary.

- C8.19 In cases for which a retrieval attempt is permitted, only the failed module(s) or part(s) of a module or modules need be repeated. D5 shall be the maximum grade assigned for the successful completion of any element of assessment in a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module.

Where the assessment elements in a module are of unequal weightings and candidates have failed all elements, candidates may choose to retrieve only the higher weighted elements and retain any original marginal fail (E4) grades for the lower weighted elements (i.e. in situations where the lower weighted assessments would mean that obtaining a capped D5 grade would not make a material difference to the candidate passing the module).

Candidates who have failed a retrieval attempt are able to have their original grade for an assessment element stand if it was sufficient to have passed the module (i.e. no less than E4).

- C8.20 In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), if it is satisfied that there are reasonable grounds, and with the express approval of the candidate(s) concerned, the Examination Board may deem candidates who cannot take referral assessments to have passed the modules affected. Any condonement of a failed element of module assessment is subject to:
- a minimum of F2 being achieved in the relevant element(s) of assessment in the module;
  - application of the condonement provision to a maximum of 20 credits of study;
  - a maximum grade of D5.

This provision shall apply in such cases only with express approval of the relevant external examiner and the University Secretary.

This provision would only apply:

- In the case of finalists, to module credit over and above that already included in the "two thirds of credit" which can exceptionally be used to award a qualification, **as in C8.17**;
- In the case of progression candidates, to module credit over and above that normally required for progression, as in Section C, Annex 1.

*Award requirements: all awards*

- C8.21 The general minimum award requirements are specified in Annex I. Candidates shall also be required to fulfil any further conditions required by the University.

*Award requirements: Foundation Diploma in Art and Design*

- C8.22 The award of the Foundation Diploma in Art and Design shall be classified as follows:

A14 - A16	=	Distinction
B11 - B13	=	Merit
D5 - C10	=	Pass
F1 – E4, 0 or Z	=	Fail

*Award requirements: Higher National Certificate and Higher National Diploma*

- C8.23 Higher National Certificate and Diploma awards shall be made without Merit or Distinction but individual modules shall be graded on the basis of Fail, Pass, Merit or Distinction as appropriate.

- C8.24 The correlation between the alpha numeric scale and the grading of modules contributing to Higher National Certificate and Diploma awards shall be:

A14 - A16	=	Distinction
C9 - B13	=	Merit
D5 - C8	=	Pass
F1 – E4, 0 or Z	=	Fail

- C8.25 A candidate who has pursued a Higher National Diploma programmes but who is unable subsequently to complete (or is not permitted to do so) shall not be eligible for the award of a Higher National Certificate even if he/she has a credit profile equivalent to that held by a candidate who was registered for a Certificate and subsequently made that award.

## **C9 Access and Foundation Programmes**

### *Eligibility*

- C9.1 To be eligible for consideration for an award a candidate shall:
- (i) Have fulfilled any conditions which may be required by the University in respect of the programme of study
  - (ii) Have pursued a programme of study approved by the University for the period prescribed by the University
  - (iii) Have attained a minimum number of credits specified in Annex 1
  - (iv) Have fulfilled any further conditions specified elsewhere in this Regulation and in Section B Appendix I.

### *Levels and credits*

- C9.2 The levels and minimum credit requirements associated with each Access and Foundation award shall be as set out in Annex 1 and summarised in the Assessment Regulations (Section B Appendix I).

- C9.3 All students must study a core curriculum comprising:
- Study skills/communications (6 credits at level 2)
  - Numeracy (6 credits at Level 2)
  - Information Technology (3 credits at level 2)
  - Research Project (9 credits at Level 3 of which at least 6 Credits must be from unit HC73CY039)

- C9.4 Each pathway has a set of mandatory units comprising 18 credits at Level 3, plus additional credits from the Mandatory, Core and Optional units.

- C9.5 Routes designed to facilitate access to initial teacher training programmes require learners to have completed:
- 12 credits at Level 2 in a science unit
  - 12 credits at Level 2 in English
  - 6 additional credits at level 2 in numeracy

Learners cannot gain credits at Level 2 and level 3 from units with the same title.

- C9.6 Full time candidates are normally required to pursue the equivalent of at least 24 units during each academic year. Candidates studying part time are required to pursue annually such minimum credit requirements as are required by the University, subject to the established time-limits for the completion of the programmes.

- C9.7 Regulations regarding previous learning and achievement are set out in Section B Appendix I of the Access and Foundation Assessment Regulations.

### *Period of study*

- C9.8 The minimum period of study shall be as specified in Annex 1. Candidates should normally complete the programme in the minimum time specified.
- C9.10 Candidates should normally complete the Access/Foundation programme in one year. Part time Access candidates should normally complete the programme in two years but this period may be extended to up to three years where this has been agreed by the Programme Leader.
- C9.11 Extensions for Access learners beyond the three year registration period and up to a maximum of five years must be approved by the Lead Moderator and must be supported by written evidence and the support of the programme team. Appeals against refusal of the extension period must be made by the learner to Agored Cymru.
- C9.12 Extension of study for Foundation candidates must be made to the Dean of Faculty by the Programme Leader with supporting evidence from the candidate.
- C9.13 A candidate who is required to repeat units or to retrieve them with or without attendance in a new academic session must re-enrol and shall be charged the module fee as agreed annually by the University.
- C9.14 A candidate is expected to engage effectively in his/her studies during the registration period for the award. The programme handbook shall outline the expectations around engagement with studies but there is a general expectation that a candidate should attend regularly, participate in seminars and undertake the necessary preparation for sessions.
- C9.15 In exceptional circumstances and with the approval of the Chair of the examination Board, a candidate may suspend registration (without being liable to fees within the period of suspension), but shall receive no compensating extension of maximum registration period.
- C9.16 Notwithstanding the above, the registration of a candidate may be terminated where the Faculty has concerns that the candidate is not sufficiently engaged with studies, or where a candidate in debt is unable to make an appropriate arrangement with the Finance Office within the debt-recovery procedure.

### *Assessment*

- C9.17 Progress of a candidate shall normally be assessed in the period immediately following completion of the teaching of a unit and

provisional grades released in those circumstances where there is not a scheduled Examination Board meeting to confirm progression or award.

- C9.18 Marking and grading of units shall be as set out in the Assessment Regulations for Access and Foundation programmes (Section B Appendix I).
- C9.19 Late submission of coursework shall be dealt with as specified in the Assessment Regulations for Access and Foundation programmes (Section B Appendix I).
- C9.20 Extenuating circumstances shall be dealt with as specified in the Award Regulations for Access and Foundation programmes (Section B Appendix I).
- C9.21 A candidate who is unable to comply with assessment requirements because of illness, or for any other cause found valid on the production of acceptable evidence, may be deferred and so permitted by the Examination Board, upon the recommendation of the Student Affairs Panel, to be assessed in the relevant module(s) at a time determined by the Examination Board (or its delegated officers) as if for the first time. In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), and if it is satisfied that there are reasonable grounds, the Examination Board may award the qualification, with the express approval of the candidate(s) concerned, without further assessment, provided that at least two thirds of the credits which contribute to the award have been completed successfully through conventional assessment as opposed to Accreditation of Prior Achievement, or it may recommend that the candidate receives an *aegrotat* award. The latter provisions shall apply in such cases only with the express approval of the relevant external examiner and the Vice-Chancellor.

#### *Referral*

- C9.22 Full time candidates are able to resubmit two pieces of coursework from across the programme in a year and to have the opportunity to resit two examinations across the programme in a year. Candidates are also able to resubmit work for the project. Part time candidates may resubmit one piece of work and resit one examination during each academic year they attend on a part time basis.
- C9.23 A candidate may resubmit work for assessment at any time in discussion with their tutor.
- C9.24 Candidates retaking the year can hold the grades for any units they have successfully completed.
- C9.25 Examination Boards will decide if candidates are offered the



opportunity to retake a year. This decision will be based upon the candidate's assessment profile, engagement with the programme and attendance.

- C9.26 Candidates who achieve a Level 2 in a unit can submit work and take examinations to increase the grade to a Level 3. In such cases they will be given new assessment tasks for the unit.
- C9.27 At the end of the period of registration candidates will be awarded a credit transcript showing the results for all the units they have studied.
- C9.28 Candidates can retake units without penalty subject to the regulations above.
- C9.29 In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), if it is satisfied that there are reasonable grounds, and with the express approval of the candidate(s) concerned, the Examination Board may deem candidates who cannot take referral assessments to have passed the modules affected.

This provision shall apply in such cases only with express approval of the relevant external examiner and the University Secretary.

This provision would only apply:

- In the case of finalists, to credit over and above that already included in the "two thirds of credit" which can exceptionally be used to award a qualification, **as in C9.21**.
- In the case of progression candidates, to credit over and above that normally required for progression, as in Section C, Annex 1.

#### *Progression and award requirements*

- C9.30 The general requirements are set out in Annex 1. All candidates on the Access and Foundation programme must successfully complete units to a total of 60 credits with 45 at Level 3 and 15 at Level 2 in order to progress to an undergraduate degree programme.
- C9.31 Candidates unable to complete the programme will be awarded credit for all successful units.

## **C10 International Foundation Year Programme**

### *Eligibility*

- C10.1 To be eligible for consideration for the programme a candidate shall:
- (i) Have fulfilled any conditions which may be required by the University in respect of the programme of study
  - (ii) Have pursued a programme of study approved by the University for the period prescribed by the University
  - (iii) Have attained a minimum number of credits specified in Annex 1
  - (iv) Have fulfilled any further conditions specified elsewhere in this Regulation and in Section B Appendix III.

### *Levels and credits*

- C10.2 The levels and minimum credit requirements associated with each International Foundation Year programme shall be as set out in Annex 1 and summarised in the Assessment Regulations (Section B Appendix III).
- C10.3 Candidates must study the core curriculum comprising of five modules, which include English and Maths skills, as well as a further five of the elective modules.
- C10.4 The accreditation of previous learning and achievement is not able applicable to the International Foundation Year programme.

### *Period of study*

- C10.5 The minimum period of study shall be as specified in Annex 1. Candidates should normally complete the programme in the minimum time specified.
- C10.6 Extension of study for International Foundation Year candidates must be made to the Head of International Office with supporting evidence from the candidate.
- C10.7 A candidate is expected to engage effectively in his/her studies during the registration period for the award. The programme handbook shall outline the expectations around engagement with studies but there is a general expectation that a candidate should attend regularly, participate in sessions and undertake the necessary preparation for sessions. Non attendance will be reported to the UK Border Agency.
- C10.8 In exceptional circumstances and with the approval of the Chair of the examination Board, a candidate may suspend registration (without being liable to fees within the period of suspension), but shall receive no compensating extension of maximum registration period. This will also affect candidates' University sponsorship

status and will be reported to the UK Border Agency.

- C10.9 Notwithstanding the above, the registration of a candidate may be terminated where the Faculty has concerns that the candidate is not sufficiently engaged with studies, or where a candidate in debt is unable to make an appropriate arrangement with the Finance Office within the debt-recovery procedure.

#### *Assessment*

- C10.10 Progress of a candidate shall normally be assessed in the period immediately following completion of the teaching of a module and provisional grades released in those circumstances where there is not a scheduled Examination Board meeting to confirm completion
- C10.11 Marking and grading of modules shall be as set out in the Assessment Regulations for International Foundation Year programme programmes (Section B Appendix III).
- C10.12 Late submission of coursework shall be dealt with as specified in the Assessment Regulations for International Foundation Year programme (Section B Appendix III).
- C10.13 A candidate who is unable to comply with assessment requirements because of illness, or for any other cause found valid on the production of acceptable evidence, may be deferred and so permitted by the Examination Board, upon the recommendation of the Student Affairs Panel, to be assessed in the relevant module(s) at a time determined by the Examination Board (or its delegated officers) as if for the first time. In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), and if it is satisfied that there are reasonable grounds, the Examination Board may award the qualification, with the express approval of the candidate(s) concerned, without further assessment, provided that at least two thirds of the credits which contribute to the final award have been completed successfully, or it may recommend that the candidate receives an *aegrotat* award. The latter provisions shall apply in such cases only with the express approval of the relevant external examiner and the Vice-Chancellor.

#### *Referral*

- C10.14 A candidate who is referred in a module shall be eligible for one opportunity as of right to retrieve the module. An Examination Board may withdraw this general right of re-assessment where a candidate has failed to meet the attendance requirements of the programmes.
- C10.15 A candidate may not re-sit any module or unit of assessment for which a pass mark has been attained previously. In cases for which a retrieval attempt is permitted, only the failed module(s) or part(s) of

a module or modules need be repeated. 40% shall be the maximum grade assigned for the successful completion of any element of assessment in a module after referral, irrespective of a candidate's actual level of performance and irrespective of whether the candidate was referred in all or part of a module.

- C10.16 Failure after referral shall normally mean termination of registration on the programmes of study with credit awarded for modules successfully completed, unless progression requirements, including achievement of all pre-requisites, have been satisfied.

Candidates who have failed a retrieval attempt are able to have their original grade for an assessment element stand if it was sufficient to have passed the module (i.e. no less than 40%).

- C10.17 In very exceptional individual cases (and in cases of general exceptional circumstances, such as major pandemic), if it is satisfied that there are reasonable grounds, and with the express approval of the candidate(s) concerned, the Examination Board may deem candidates who cannot take referral assessments to have passed the modules affected. Any condonement of a failed element of module assessment is subject to:
- a minimum of 30% being achieved in the relevant element(s) of assessment in the module;
  - a maximum grade of 40%.

This provision shall apply in such cases only with express approval of the relevant external examiner and the University Secretary.

*Progression and award requirements*

- C10.18 The general requirements are set out in Annex 1. All candidates on the International Foundation Year programme must successfully complete modules to a total of 120 credits in order to progress to an undergraduate degree programme.
- C10.19 Candidates unable to complete the programme will be awarded credit for all successful modules.

## **Annex I: Award levels, credits and registration periods**



## Undergraduate Modular Programmes

Award	CQFW level of award	FHEQ level of award	Minimum period of registration	Maximum period of registration	Required minimum credits to be studied	Minimum credits required for progression	Minimum credits required for award
<b>Certificate of Higher Education</b>	Level 4	Certificate (C)	1 year full-time or part-time equivalent  3 years part-time ***	3 years full-time  6 years part-time	120 credits at Level 4 or above	N/A	100 at Level 4 <sup>\$</sup>
<b>Diploma of Higher Education</b>	Level 5	Intermediate (I)	2 years full-time or part-time equivalent  4 years part-time *	4 years full-time  8 years part-time	120 credits per year, to a total of at least 240 credits, with at least 120 at Level 5 or above	100 credits at Level 4 <sup>#</sup>	100 at Level 4 <i>and</i> 100 at Level 5 or above <sup>\$</sup>
<b>Foundation Degree</b>	Level 5	Intermediate (I)	2 years full-time  Normally 3 years part-time (exemptions require the approval of the University)	4 years full-time  10 years part-time	120 credits per year, to a total of at least 240 credits, with at least 120 at Level 5 or above	For progression from Level 4 to Level 5, 100 credits at Level 4 <sup>#</sup>	100 at Level 4 <i>and</i> 100 at Level 5 <sup>\$</sup>
<b>Ordinary Degree</b>	Level 6	Intermediate (I)	2 years full-time  4 years part-time	5 years full-time  10 years part-time	100 credits per year, to a total of at least 300 credits, normally with at least 60 at Level 6 or above	For progression from Level 4 to Level 5, 100 credits at Level 4 <sup>#</sup>  For progression from Level 5 to Level 6, 100 credits at Level 4 and 80 credits at Level 5 <sup>#</sup>	170 at Level 5 and Level 6, with at least 60 at Level 6 <sup>\$</sup>

\*\*\* For stand-alone programmes, except for where a shorter minimum period is approved for an individual programme.

<sup>\$</sup> Students can only receive the award with a minimum of credits if they have achieved F2 or more in all the assessments required for the credits that are being condoned.

<sup>#</sup> Students can only progress with the minimum credits if they have achieved F2 or more in all the assessments required for the credits that are being condoned.

Award	CQFW level of award	FHEQ level of award	Minimum period of registration	Maximum period of registration	Required minimum credits to be studied	Minimum credits required for progression	Minimum credits required for award
<b>Honours Degree</b>	Level 6	Honours (H)	3 years full-time (for 3 year programmes)  4 years full-time (for 4 year programmes)  4 years part-time	5 years full-time (for 3 year programmes)  6 years full-time (for 4 year programmes)  10 years part-time	120 credits per year, to a total of at least 360 credits, normally with at least 120 at Level 6 or above	For progression from Level 4 to Level 5, 100 credits at Level 4 <sup>#</sup>  For progression from Level 5 to Level 6, 100 credits at Level 4 and 80 credits at Level 5 <sup>9</sup>	220 credits at Levels 5 and 6, with not less than 100 at Level 6 <sup>~**</sup>
<b>major/minor awards titled (“A with B”)</b>	Level 6	Honours (H)	3 years full-time (for 3 year programmes)  4 years full-time (for 4 year programmes)  4 years part-time	5 years full-time (for 3 year programmes)  6 years full-time (for 4 year programmes)  10 years part-time	120 credits per year, to a total of at least 360 credits with more than 60% of credits contributing to the final award to be studied across Levels 5 and 6 in Subject A, and between 25% and 40% of credits to be studied across Levels 5 and 6 in Subject B	No minimum credit requirements per subject at Level 4, other than those specified by programme teams	220 credits at Levels 5 and 6, with not less than 100 at Level 6 <sup>~**</sup>

<sup>#</sup> Students can only progress with the minimum credits if they have achieved F2 or more in all the assessments required for the credits that are being condoned.

<sup>9</sup> Students can only progress from level 5 to level 6 with a minimum of 100 credits at level 4 and 80 credits at level 5 if they have achieved F2 or more in all the assessments required for the credits that are being condoned. Students progressing from level 5 to level 6 with only 80 credits will not be eligible for an Honours Degree but may be eligible for a Pass Degree.

<sup>~</sup> Students can only be awarded an Honours Degree with a minimum of 220 credits at levels 5 and 6 (minimum of 100 at level 6) if they have achieved F2 or more in all the assessments required for the credits that are being condoned.

<sup>\*\*</sup> Students with a minimum of 170 credits at level 5 and level 6, with at least 60 credits at level 6 are eligible for Pass Degree, if registered on an Honours programme at the commencement of Level 6.



Award	CQFW level of award	FHEQ level of award	Minimum period of registration	Maximum period of registration	Required minimum credits to be studied	Minimum credits required for progression	Minimum credits required for award
<b>Joint Honours (titled “A and B”)</b>	Level 6	Honours (H)	3 years full-time (for 3 year programmes)  4 years full-time (for 4 year programmes)  4 years part-time	5 years full-time (for 3 year programmes)  6 years full-time (for 4 year programmes)  10 years part-time	A total of at least 360 credits. At least 40% of credits contributing to the final award to be studied across Levels 5 and 6 in subject A and at least 40% in Subject B across Levels 5 and 6.	No minimum credit requirements per subject at Level 4, other than those specified by programme teams, as level 4 does not contribute to the final degree award.	220 credits at Levels 5 and 6 with not less than 100 at level 6. <sup>≈**</sup>

The following table shows how the requirements for joint degrees might be met in different ways:

- Joint (Option 1) shows requirements for a joint degree met through a **50/50** split across both subjects **within** each Level.
- Joint (Option 2) shows requirements for a joint degree met through a **50/50** split across both subjects **across** both Levels overall.
- Joint (Option 3) shows requirements for a joint degree met through a **58/42** split across both subjects **across** both Levels overall.

	JOINT (OPTION 1)		JOINT (OPTION 2)		JOINT (OPTION 3)	
	A	B	A	B	A	B
Level 5	60	60	40	80	60	60
Level 6	60	60	80	40	80	40
Total	50%	50%	50%	50%	58%	42%

For an exit award of Diploma in Higher Education in “Joint (Option 2)” above, a student would not meet the 40% minimum requirement. The award shall therefore be major/minor rather than joint – i.e. Diploma in Higher Education (“A with B”) rather than Diploma in Higher Education (“A and B”).

<sup>≈</sup> Students can only be awarded an Honours Degree with a minimum of 220 credits at levels 5 and 6 (minimum of 100 at level 6) if they have achieved F2 or more in all the assessments required for the credits that are being condoned.

<sup>\*\*</sup> Students with a minimum of 170 credits at level 5 and level 6, with at least 60 credits at level 6 are eligible for Pass Degree, if registered on an Honours programme at the commencement of Level 6.

Award	CQFW level of award	FHEQ level of award	Minimum period of registration	Maximum period of registration	Required minimum credits to be studied	Minimum credits required for progression	Minimum credits required for award
<b>Accelerated Honours Degree</b>	Level 6	Honours (H)	2 years full-time	2 years full-time	180 credits per year, to a total of at least 360 credits, normally with at least 120 at Level 6 or above	For progression from Level 4 to Level 5, 100 credits at Level 4 <sup>#</sup>  For progression from Level 5 to Level 6, 100 credits at Level 4 and 80 credits at Level 5 <sup>9</sup>	220 credits at Levels 5 and 6, with not less than 100 at Level 6 <sup>≈**</sup>

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<sup>#</sup> Students can only progress with the minimum credits if they have achieved F2 or more in all the assessments required for the credits that are being condoned.

<sup>9</sup> Students can only progress from level 5 to level 6 with a minimum of 100 credits at level 4 and 80 credits at level 5 if they have achieved F2 or more in all the assessments required for the credits that are being condoned. Students progressing from level 5 to level 6 with only 80 credits will not be eligible for an Honours Degree but may be eligible for a Pass Degree.

<sup>≈</sup> Students can only be awarded an Honours Degree with a minimum of 220 credits at levels 5 and 6 (minimum of 100 at level 6) if they have achieved F2 or more in all the assessments required for the credits that are being condoned.

<sup>\*\*</sup> Students with a minimum of 170 credits at level 5 and level 6, with at least 60 credits at level 6 are eligible for Pass Degree, if registered on an Honours programme at the commencement of Level 6.

## Graduate Certificate and Diploma Programmes

<b>Award</b>	<b>CQFW level of award</b>	<b>FHEQ level of award</b>	<b>Minimum period of registration</b>	<b>Maximum period of registration</b>	<b>Required minimum credits to be studied</b>	<b>Minimum credits required for progression</b>	<b>Minimum credits required for award</b>
<b>Graduate Certificate</b>	Level 6	Honours (H)	1 year full-time 2 years part-time	Normally as per minimum period.	60 at Level 6 or above	N/A	60 at Level 6 or above
<b>Graduate Diploma</b>	Level 6	Honours (H)	1 year full-time 2 years part-time	Normally as per minimum period.	120 at Level 6 or above	N/A	120 at Level 6 or above

## Modular Master's Programmes

Award	CQFW level of award	FHEQ level of award	Minimum period of registration	Maximum period of registration	Required minimum credits to be studied	Minimum credits required for progression	Minimum credits required for award
<b>Postgraduate Certificate</b>	Level 7	Master's (M)	N/A	Not more than 2 years part-time	60	N/A	60, at least 40 of which shall be at Level 7
<b>Postgraduate Diploma</b>	Level 7	Master's (M)	N/A	Not more than 3 years part-time	120	N/A	120, at least 90 of which shall be at Level 7
<b>Master's Degree (excluding MRes)</b>	Level 7	Master's (M)	<i>For one year programmes</i>  Not less than 12 months full-time  Not less than 24 months part-time	<i>For one year programmes</i>  Not more than 2 years full-time  Not more than 5 years part-time	180 credits	Successful completion of Part One required	180, of which at least 150 shall be at Level 7 and at least 60 of which shall be for the dissertation
<b>MRes</b>	Level 7	Master's (M)	<i>For one year programmes</i>  Not less than 12 months full-time  Not less than 24 months part-time	<i>For one year programmes</i>  Not more than 2 years full-time  Not more than 5 years part-time	180 credits	N/A	180 at Level 7, at least 100 of which shall be for the dissertation

## Master of Fine Arts

Award	CQFW level of award	FHEQ level of award	Minimum period of registration	Maximum period of registration	Required minimum credits to be studied	Minimum credits required for progression	Minimum credits required for award
Postgraduate Certificate	Level 7	Master's (M)	N/A	N/A	N/A	N/A	60 at Level 7
Postgraduate Diploma	Level 7	Master's (M)	N/A	N/A	N/A	N/A	120 Level 7
Master's Degree	Level 7	Master's (M)	N/A	N/A	N/A	N/A	180 Level 7
Master of Fine Arts	Level 7	Master's (M)	Not less than 24 months full-time Not less than 48 months part-time	Not more than 4 years full-time Not more than 8 years part-time	240 credits	N/A	240 at Level 7

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## Master of Fine Arts Contemporary Photographic Practice (block delivery)

Award	CQFW level of award	FHEQ level of award	Minimum period of registration	Maximum period of registration	Required minimum credits to be studied	Minimum credits required for progression	Minimum credits required for award
Postgraduate Certificate	Level 7	Master's (M)	N/A	N/A	N/A	N/A	60 at Level 7
Postgraduate Diploma	Level 7	Master's (M)	N/A	N/A	N/A	N/A	120 Level 7
Master of Fine Arts	Level 7	Master's (M)	Not less than 12 months full-time Not less than 24 months part-time	Not more than 2 years full-time Not more than 5 years part-time	180 credits	N/A	180 at Level 7

## PGCE

Award	CQFW level of award	FHEQ level of award	Minimum period of registration	Maximum period of registration	Required minimum credits to be studied	Minimum credits required for progression	Minimum credits required for award
<b>Professional Graduate Certificate in Education (PGCE) PcE</b>	Level 6	Honours (H)	1 year full-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.	120 credits: 40 at Level 5 and 80 at Level 6	N/A	120 credits: 40 at Level 5 and 80 at Level 6
<b>Professional Graduate Certificate in Education (PGCE) PcE</b>	Level 6	Honours (H)	2 years part-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.	120 credits: 60 at Level 4 and 60 at Level 6	For progression from Level 4 to 6, 60 credits at Level 4	120 credits: 60 at Level 4 and 60 at Level 6
<b>Professional Graduate Certificate in Education (PGCE) PcE Adult Basic Education</b>	Level 6	Honours (H)	1 year full-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.	120 credits: 60 at Level 5 and 60 at Level 6	n/a	120 credits: 60 at Level 5 and 60 at Level 6
<b>Professional Graduate Certificate in Education (PGCE) PcE Adult Basic Education</b>	Level 6	Honours (H)	2 years part-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.	120 credits: 60 at Level 5 and 60 at Level 6	For progression from Level 5 to 6, 60 credits at Level 5	120 credits: 60 at Level 5 and 60 at Level 6

<b>Award</b>	<b>CQFW level of award</b>	<b>FHEQ level of award</b>	<b>Minimum period of registration</b>	<b>Maximum period of registration</b>	<b>Required minimum credits to be studied</b>	<b>Minimum credits required for progression</b>	<b>Minimum credits required for award</b>
<b>Professional Graduate Certificate in Education (PGCE) Teaching Welsh to Adults</b>	Level 6	Honours (H)	2 years part-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.	120 credits: 60 at Level 5 and 60 at Level 6	For progression from Level 5 to 6, 60 credits at Level 5	120 credits: 60 at Level 5 and 60 at Level 6
<b>Postgraduate Certificate in Education Primary</b>	Level 7	Master's (M)	1 year full-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.	120 credits: 80 at Level 6 and 40 at Level 7	N/A	120 credits: 40 at Level 6 and 40 at Level 7
<b>Postgraduate Certificate in Education Secondary</b>	Level 7	Master's (M)	1 year full-time	Normally as per the minimum period. Any re-examination must take place within two years of the date of the initial failure.	120 credits: 40 at Level 7 (with max of 80 at level 6)	N/A	120 credits: 40 at Level 7 (with max of 80 at level 6)

### Certificate, Diploma and Advanced Diploma of Professional Studies Programmes

Award	CQFW level of award	FHEQ level of award	Minimum period of registration	Maximum period of registration	Required minimum credits to be studied	Minimum credits required for progression	Minimum credits required for award
<b>Certificate of Professional Studies</b>	Level 4	Certificate (C)	1 semester full-time 1 year part-time	2 years full-time 5 years part-time	60 credits at Level 4 or above	N/A	60 credits at Level 4 or above
<b>Diploma of Professional Studies</b>	Level 5	Intermediate (I)	1 semester full-time 1 year part-time	2 years full-time 5 years part-time	60 credits at Level 5 or above	N/A	60 credits at Level 5 or above
<b>Advanced Diploma of Professional Studies</b>	Level 6	Honours (H)	1 semester full-time 1 year part-time	2 years full-time 5 years part-time	60 credits at Level 6 or above	N/A	60 credits at Level 6 or above



## Edexcel and WJEC Programmes

Award	CQFW/National Qualifications Framework level of award <sup>†††</sup>	FHEQ level of award	Minimum period of registration	Maximum period of registration	Required minimum credits to be studied	Minimum credits required for progression	Minimum credits required for award
<b>Foundation Diploma in Art and Design</b>	Level 3	N/A	1 year full-time	2 years full-time 3 years part-time	120 each year at Level 3 for full-time candidates	N/A	120 at Level 3 or above, as stipulated in the programmes definition
<b>Higher National Certificate</b>	Level 5	Intermediate (I)	2 years part-time	Not more than 5 years from the start of the programmes	30 at Level 5 for full-time candidates.	N/A	120 across levels 4 and 5 or above as stipulated in the programmes definition. Minimum 30 credits at Level 5.
<b>Higher National Diploma</b>	Level 5	Intermediate (I)	2 years full-time	Not more than 5 years from the start of the programmes	90 level 5 for full-time candidates	N/A	240 across levels 4 and 5 or above, as stipulated in the programmes definition. Minimum 90 credits at Level 5.

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<sup>†††</sup> National Qualifications Framework (QCA). Level 5 is the revised Level for the HNC and HND (previously Level 4 applied), which took full effect from January 2006.

## Access and Foundation Programme

Award	CQFW level of award	FHEQ level of award	Minimum period of registration	Maximum period of registration	Required minimum credits to be studied	Minimum credits required for progression	Minimum credits required for award
<b>Access to HE (all pathways)</b>	Level 2 Level 3	N/A	1 year full-time or part-time equivalent	Normally 3 years full time and up to 5 in exceptional circumstances	60	45 level 3 credits plus 15 level 2 credits	45 level 3 credits plus 15 level 2 credits
<b>Foundation Programme (all pathways)</b>	Level 3	N/A	1 year full-time	3 years	60	45 level 3 credits plus 15 level 2 credits	45 level 3 credits plus 15 level 2 credits

*Note: each Pathway on the Programme has specific subject requirements (successful completion criteria and rules of combination for each pathway) as set out by Agored Cymru in relation to Core and Mandatory units and as detailed in the Programme Definitive Documentation.*

## International Foundation Year Programme

Award	CQFW level of award	FHEQ level of award	Minimum period of registration	Maximum period of registration	Required minimum credits to be studied	Minimum credits required for progression	Minimum credits required for award
<b>International Foundation Year Programme</b>	Level 3	N/A	1 year full-time	1.5 years full-time	120	120	120

## **D Discriminatory material submitted for assessment**

- D1 The University will not tolerate any form of discrimination, harassment, victimisation, bullying or exclusion under any circumstance. Candidates are reminded that threatening or offensive language, sexual or racial harassment, and behaviour which brings the University into disrepute are regarded as misconduct under the terms of the Policy and Procedure Governing Student Conduct, published on the University web pages. Within this context, the inclusion of discriminatory material in work submitted for assessment, except where discrimination is itself the theme of the piece of work, shall be regarded as misconduct and any candidate who submits such work shall be reported and the matter investigated in accordance with the Policy and Procedure Governing Student Conduct.





## **Mandatory Procedures 2013-14– Management of Assessment**



## **MA1 Anonymous marking/Double Marking/Moderation**

- MA1.1 It is the requirement of the University that the assessment regulations should facilitate wherever possible and practical the anonymity of candidates in the assessment process. It is, however, recognised that certain forms of practical performance, studio presentation, assessed work or examination carried out under special arrangements, and dissertations will preclude the anonymity identified below.
- MA1.2 Unless the regulations of an awarding body determine otherwise, formal written examinations, together with any individual pieces of course or project work contributing 5% or more of the marks to the final award for which a candidate is registered, shall be marked anonymously. Anonymous marking is a system whereby the candidate's identity is not made known to the internal/external examiner at the time of marking.
- MA1.3 At the time of marking, a candidate's examination script or piece of coursework shall be identified only by a reference number. That number will normally be the candidate's PAT number or such other number determined by the designated administrator in the light of the requirement of the relevant awarding body.

### *Double marking*

- MA1.4 Unless the regulations of an awarding body determine otherwise, (or in exceptional circumstances such as a major pandemic), examination scripts, course work, dissertations etc., will be subject to double marking by a second internal assessor (this is exclusive of the external examiner system). Where double marking is applied, blind marking should be adopted i.e. the second marker receives no grade information from the first. The sample of work to be double marked shall be random and shall vary according to the size of the module cohort, as follows:
- Where a cohort size is 15 or fewer the sample is at least three
  - Where a cohort size is greater than 15 the sample is the square root of the cohort size, rounded up to a whole number.
- MA1.5 Where discrepancies on individual scripts/assignments arise between the two internal markers which are not consistent across the whole sample and which cannot be resolved through dialogue, the appropriate Dean of Faculty should nominate a third marker to adjudicate.
- MA1.6 Where consistent discrepancies arise between the two internal markers across the selected sample, these are to be drawn to the attention of the Subject Examination Board for its consideration.

### *Moderation*

MA1.7 In addition to the double marking of a random sample of work (as per MA1.4) there will also be a process of moderation. The sample for moderation will normally include work considered to be borderline, failed, or worthy of distinction.

### *Marking of assessed work or examination carried out under special arrangements*

MA1.8 Where assessment or examination has been undertaken under special arrangements as permitted by the Student Affairs Panel, anonymity can not be maintained where the form of assessment is on audio tape or an amanuensis or word processor has been used. In such circumstances, examiners should mark the work without regard to the fact that special arrangements were made for the assessment. Any necessary consideration of the candidate's circumstances will be undertaken subsequently by the Examination Board or its Chair as advised by the Student Affairs Panel.

## **MA2 Religious Festivals - Academic Delivery and Assessment\***

### *Academic Calendar*

MA2.1 The University seeks to support the spirit of diversity and inclusiveness which underpins this Regulation. However, in setting the calendar and timetables, it is constrained firstly by both the University's and students' limited resources which require the University to deliver programmes in as time efficient a way as possible, and secondly, particularly at assessment time, by the need to ensure security and equality of treatment for all those sitting any particular assessment.

### *Class Timetables*

MA2.2 Prayers and missed learning opportunities:

- (i) Students may observe the requirements of their religion and pray at certain times of the day. They should, wherever possible, fulfil their obligation to pray either before or after classes.
- (ii) Where the class is longer than an hour they should speak to the lecturer beforehand, arrange to leave to pray during the break and return before the break ends.
- (iii) Missed learning opportunities resulting from participation in prayer and religious festivals must be made up by the student. However tutors should be supportive in this by ensuring that any handouts normally distributed in the class are available.

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\* This regulation applies equally to the student learning/assessment experience off-campus, such as during placement learning and field trips, and therefore has implications equally for other parties such as placement providers.



## *Assessment*

MA2.3 Both formal assessments/examinations and in-class assessments should be timetabled to conform to the following guidelines:

Formal assessments/examinations (including assignment hand-in dates) and in-class tests for full time and part time courses following the normal academic year pattern should never be timetabled:

- (i) on days or at times shown on the “Calendar of Religious Festivals/Holy Days Recognised by the University for Assessment Purposes” (see Annex 1).
- (ii) between 13.00 and 14.00 hours on any day.
- (iii) at any time on Saturdays and Sundays (unless as part of MA2.5 below).

MA2.4 Where possible, requests from students of other major world religions (Baha’i, Jain, Shinto and Chinese religions – see Annex 2), will be treated sympathetically with regard to amending the dates of formal assessments which fall on the primary sacred days of those religions (including assignment hand-in dates) / examinations and in-class tests. Students who profess these other faiths may, within 10 working days of the publication of the provisional assessment timetable, and in writing, inform the Head of Administration of the clash. The Head of Administration will consult with the programme leader and all reasonable efforts will be made to move the formal assessment (including assignment hand-in date)/examination to another time, but in cases where this is not possible, students will be offered a deferral to the next available opportunity. If necessary, the Head of Administration will call a meeting of all parties concerned including representation from the Equality and Diversity Steering Committee and/or Student Administration Services to consider the request.

MA2.5 In the case of short courses/residentials which take place exclusively on Friday/Saturday/Sunday, every effort should be made to avoid those weekends on which religious festivals/holy days fall as indicated on the “Calendar of Religious Festivals/Holy Days Recognised by the University for Assessment Purposes”.

MA2.6 During the formal assessment periods, students should make arrangements to pray at lunch time, and then to fulfil their afternoon prayer obligations after the end of an afternoon examination, so as not to disturb other candidates by leaving and returning to the examination room.

MA2.7 Faculties should make every effort to ensure, where possible, that any student who is a strict observer of the Jewish faith, may leave in good time during winter months to enable them to reach home prior to sunset.

MA2.8 If the clothes worn by any candidate for an in-class test or formal examination make the identification of that person difficult, they should bring with them to the examination room some form of identification with a signature and replicate that signature in the presence of the invigilator on request. Otherwise they will be required to reveal their features to an invigilator of the same gender in private, sufficiently to allow their identity to be checked.

**ANNEX 1 Calendar of Religious Festivals/Holy Days Recognised by the University for Assessment Purposes**

**2013/14**

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
<b>Religion</b>												
<b>Buddhist</b>										14 <sup>th</sup> Wesak or Buddha day		
<b>Christian</b>					25 <sup>th</sup> Christmas Day				18 <sup>th</sup> Good Friday  20 <sup>th</sup> Easter Sunday			
<b>Hindu</b>			14 <sup>th</sup> Dussera	3 <sup>rd</sup> Diwali								
<b>Islam</b>	8 <sup>th</sup> Eid-UI-Fitr (end of Ramadan)		15 <sup>th</sup> Eid-UI- Adha								28 <sup>th</sup> Ramadan (start)	28 <sup>th</sup> Eid-UI-Fitr (end of Ramadan)
<b>Jewish</b>		5 <sup>th</sup> - 6 <sup>th</sup> Rosh Hashanah  14 <sup>th</sup> Yom Kippur							15 <sup>th</sup> - 16 <sup>th</sup> Passover (1st 2 days)  22 <sup>nd</sup> - 23 <sup>rd</sup> Passover (final 2 days)			
<b>Sikh</b>				3 <sup>rd</sup> Diwali  17 <sup>th</sup> Birthday of Guru Nanak					13 <sup>th</sup> Vaisakhi			

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	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
<b>Religion</b>												
<b>Buddhist</b>											1 <sup>st</sup> Wesak or Buddha day	
<b>Christian</b>					25 <sup>th</sup> Christmas Day				3 <sup>rd</sup> Good Friday  5 <sup>th</sup> Easter Sunday			
<b>Hindu</b>			4 <sup>th</sup> Dussera  23 <sup>rd</sup> Diwali									
<b>Islam</b>			4 <sup>th</sup> Eid-UI- Adha								18 <sup>th</sup> Ramadan (start)	17 <sup>th</sup> Eid-UI-Fitr (end of Ramadan)
<b>Jewish</b>		25 <sup>th</sup> - 26 <sup>th</sup> Rosh Hashanah	4 <sup>th</sup> Yom Kippur						4 <sup>th</sup> - 5 <sup>th</sup> Passover (1st 2 days)  9 <sup>th</sup> - 10 <sup>th</sup> Passover (final 2 days)			
<b>Sikh</b>			23 <sup>rd</sup> Diwali	6 <sup>th</sup> Birthday of Guru Nanak					13 <sup>th</sup> Vaisakhi			

**ANNEX 2 Other faiths for which sympathetic consideration will be given to amending the dates for formal assessments which fall on the primary sacred days of those religions**

<b>Religion</b>	<b>Primary Sacred days</b>	<b>2013/14</b>	<b>2014/15</b>
Baha'i	Naw-Ruz	21 March 2014	21 March 2015
	Declaration of the Bab	23 May 2014	23 May 2015
	Ascension of Baha'u'llah	29 May 2014	29 May 2015
Chinese religions	Chinese New Year	31 January 2014	19 February 2015
Jain	Paryushana	10 September 2013	30 August 2014
	Mahavira Jayanti	13 April 2014	2 April 2015
Shinto	Gantan-sai (Oshagatsu)	1 January 2014	1 January 2015
	Setsubun Sei	3 February 2014	3 February 2015

### **MA3 Conduct of Examination Boards**

#### *General*

- MA3.1 Examination Boards are Committees of the University's Academic Board from which they derive their authority by delegation. In exceptional circumstances, such as a major pandemic, Academic Board may act in the capacity of an examination board.
- MA3.2 There will be an Examination Board concerned with each stage of assessment where the determination of awards or student progression is being considered. Normally, there shall be a single Examination Board for all programmes of the same level, by reference to the QAA qualifications framework, offered in a Faculty in respect of the ordinary confirmation of grades, progression and awards and there shall be a single Faculty Examination Board for the consideration of retrieval outcomes in respect of all programmes in a Faculty. However, the Chair of the Academic Board may authorise other Board configurations, including tiered Subject and Award Examination Boards as appropriate.
- MA3.3 The Examination Board shall have recourse to regulations in the following order of priority: these Assessment and Award Regulations; the regulations of the validating body; and the Definitive Programmes Document. Only those elements of regulation from the latter sources which are more stringent than these Assessment and Award Regulations shall pertain, unless otherwise approved by Academic Board.
- MA3.4 The Chair of Examination Boards will be the Dean or her/his nominee.
- MA3.5 External examiners are required to attend Examination Boards where the determination of awards or student progression is being considered and where their presence is required by the validating body. They are otherwise required to adhere to such procedures as are necessary to show that they have been fully involved in the assessment of candidates in any event that they cannot be present at the meeting of the Board or are not required to be.
- MA3.6 An Examination Board may delegate its responsibilities for deferred, referred, retrieval, resit or repeat candidates to its Chair or to a Committee, provided that the Committee is set up at the time of the initial consideration of the candidates concerned. At the point of delegation, the Examination Board should normally determine the parameters for the Chair's or Committee's decisions on individual candidates.
- MA3.7 Normally all delegated members of the Committee are expected to attend. However, the Committee shall have authority to act in the

absence of one member only, at the discretion of the Chair of the Committee. The Chair of the Examination Board will normally chair the Committee unless otherwise determined by the University Secretary.

MA3.8 For the purposes of the above regulation, The terms 'deferred', 'referred', 'retrieval', 'resit' and 'repeat' shall be defined as follows:

Deferred: This denotes the postponement of the assessment process.

Referred: Candidates are referred when they have failed to satisfy the Examination Board in an element of assessment and are offered a second opportunity to attain a satisfactory standard.

Retrieval: Denotes the second opportunity to attain a satisfactory standard. Such an opportunity may include a Resit - a formal examination being taken for the second time, following failure to satisfy the Board.

Repeat: denotes an opportunity to attain a satisfactory standard after repeating part of the programmes. A candidate is not required to attend to repeat part of the programmes.

MA3.9 Examination Boards have a general responsibility to satisfy themselves that proper procedures have been carried out, giving full confidence in the security and integrity of assessment, in relation to:

- (i) the scrutiny and approval of assessment tasks including assessed coursework tasks and formal examinations;
- (ii) the scrutiny and marking of all examination scripts, projects, assignments or other assessment tasks which contribute to candidates' progress or which contribute to final assessment;
- (iii) aural, oral and viva voce examinations.

MA3.10 Examination Boards should consider evidence that the standards achieved by learners meet the minimum expectations for the award, as measured against relevant QAA subject benchmarks and the qualifications framework. The examination board should have access to a sample of all assessed work which contributes to module grades which are to be determined by the board.

MA3.11 The proceedings of Examinations Boards and of any Committees established by them should be confidential to that Board or Committee and to any other body, such as an Appeals Committee, which may need to consider student achievement.

#### *Examination Boards*

MA3.12 The eligible membership of Examination Boards shall be as follows:

- (i) Chair (the Dean or nominee);

- (ii) Leaders of contributing Subjects;
- (iii) Leaders of contributing Modules;
- (iv) External examiners for contributing Subjects and, where applicable, for the specific award(s);
- (v) All other tutors who have contributed to the teaching of the modules within the subject, including tutors who delivered accredited programmes in respect of which the Examination Board confirms grades;
- (vi) Deans of other contributing Faculties.

MA3.13 The quorum for Examination Boards held at the University will be two thirds of the core members. Core membership is defined by (i) - (iv) above. The quorum for Examination Boards held at Collaborative Partner Institutions will be determined by the Chair of the Academic Board having regard to the participation of members of the Examination Board in the delivery of the programmes and in the context of the location of delivery being considered by the Board.

MA3.14 Other than members defined by (i) - (ii) above, members may contribute to the discussions and may vote only in respect of modules or programmes in respect of which they have been appointed to teach or examine.

MA3.15 The responsibilities of an Examination Board will be to:

- (i) consider and ratify the results for all candidates on each of the modules;
- (ii) consider general extenuating circumstances which may have affected all candidates on any module;
- (iii) confirm satisfaction with the arrangements for the moderation of all results pertaining to the module if deemed appropriate;
- (iv) make recommendations for the means of retrieval of failure for any candidate referred or deferred in a module or assessment within a module;
- (v) consider and ratify the results of referral/deferral work for modules associated with the subject except in those instances where this responsibility has been delegated by the Examination Board to a Committee (see 2.6. above);
- (vi) confirm candidates' overall classification/award;
- (vii) consider issues of progression across levels and year to year;
- (viii) agree titles of degrees, within the remit of the Definitive Programme Document;
- (ix) implement the decisions of the Student Affairs Panel in respect of personal/individual extenuating circumstances submitted by candidates and note special provisions made;
- (x) apply decisions of Committees of Inquiry into Unfair Practice.

MA3.16 Examination Boards will adhere to the following standard agenda:

- (i) Apologies for absence
- (ii) Confirmation of membership and quoracy
- (iii) Confirmation of confidentiality of proceedings



- (iv) Notification of regulations to candidates
- (v) Terms of reference
- (vi) Minutes of the previous meeting & matters arising
- (vii) Notification, where applicable, of the Accreditation of Prior Achievement and the outcomes of previous deferral, referral or repeat requirements and Unfair Practice
- (viii) Decisions of the Student Affairs Panel on individual extenuating circumstances and on special provisions
- (ix) General extenuating circumstances
- (x) Confirmation of the approval of assessment tasks, the adequacy of marking and the appropriate conduct of aural, oral and viva voce examinations
- (xi) Confirmation of grades for all modules/subjects in the remit of the Board and determination of retrieval arrangements
- (xii) Consideration of student performance (final award)
- (xiii) Consideration of student performance (progression)
- (xiv) Authorisation of results (including where applicable completion of NORFs, Result and Report forms and Exit Award forms)
- (xv) Report and feedback from external examiners
- (xvi) Students in debt to the University
- (xvii) Publication/notification of results
- (xviii) Nomination of membership for Sub-Committees of the Examination Board
- (xix) Date of next meeting
- (xx) Any other business

MA3.17 Examination Boards will conduct their meetings in such a way as to consider general extenuating circumstances and confirm grades before moving to consider issues of progression or award and considering the decisions of the Student Affairs Panel relating to personal extenuating circumstances in the determination of progression or award. Where award and classification decisions are to be made, the Board shall be presented with the full profile of module results which contribute to the award and classification decisions. The circumstances in which an Examination Board may exercise discretion, and the extent of that discretion, shall be specified within the University Award Regulations for each award.

MA3.18 The grades presented in the marks matrix for confirmation of the Board should have any penalty proposed for the Board's endorsement already applied. However, this should be highlighted on the matrix in order to prompt the Board's discussion of the case. The grade which the work merits should be read to the Board by the Programmes Leader, in order that it may be confirmed. In the event that, following discussion, it is agreed that the penalty should not be applied, the programmes leader is responsible for calculating the effect of any amendment on any classification of award.

MA3.19 Examination Boards will be serviced by an officer designated and

appointed by the designated administrator in liaison with the University Secretary.

- MA3.20 A copy of the marks matrices to be presented to the Board should be provided at least one working day in advance to the Chair of the Board and the servicing officer to assist in their preparation for the meeting.

#### *Preliminary Boards*

- MA3.21 Examination Boards shall may find it helpful to hold Preliminary Boards to ensure that all required assessment information is present and correct, that required administrative procedures have been carried out, that appropriate documentation is in place and that Examination Board members are aware of the regulations and issues which will need to be considered in relation both to general matters and to individual candidates. Such a Preliminary Board is designed to promote the smooth flow of business at the subsequent Board. No decisions affecting a candidate's progress or award can be made by a Preliminary Board.
- MA3.22 Membership of a Preliminary Board will be the internal members of the subsequent Board. The Chair of the subsequent Board may delegate the chairing of the Preliminary Board, normally to a Head of School, Subject leader or Course leader or Coordinator who is a member of the subsequent Board.
- MA3.23 A servicing officer designated and appointed by the designated administrator will not normally be present at a Preliminary Board except on request of the Chair of the subsequent Board and with the agreement of the University Secretary. Where a servicing officer is present, it will normally be the servicing officer for the subsequent Board.

#### *Procedure for amendment of a confirmed grade or award*

- MA3.24 A grade confirmed by a Board shall ordinarily be immutable. However, in the exceptional circumstances in which a Board has confirmed a grade reported to it in error, the tutor responsible for the error shall liaise with the Chair of the Examination Board to rectify the matter within procedures determined by the University. Any amendment of a confirmed grade shall require the approval of the University Secretary or her/his nominee. The committee to which the task is delegated shall monitor the extent of such post-board amendment of grades. Similarly, in any situation where a candidate's grade is revoked, as in a candidate taking a repeat year or in the application of a penalty for unfair practice, the Chair of the Examination Board shall notify Student Administration Services.
- MA3.25 In the event that the amendment of a confirmed grade affects the

award made to a candidate, or in any other instance where an award confirmed by an Examination Board is found to have been made in error, the Chair of the Board shall prepare a written report to the University Secretary. The report shall outline the circumstances under which the error was made. The University Secretary shall take action as follows:

- (i) Where the error has resulted in the candidate receiving a less favourable result than the result to which s/he was entitled, the University Secretary shall instruct Student Administration Services to correct the result.
- (i) Where the error has resulted in the candidate receiving a more favourable result than the result to which s/he was entitled, the University Secretary shall initiate a reconsideration of the result in conjunction with the Chair of the relevant Examination Board and in consultation with the relevant External Examiner. They may decide to sustain or correct the result in the light of all the factors known to them and shall communicate their decision forthwith to the relevant Faculty and to Student Administration Services.

In either case:

- (i) The relevant Faculty shall communicate the outcome to the candidate in writing, advising, if appropriate, of the right to appeal
- (ii) The outcome shall be reported at the next meeting of the relevant Examination Board

In the event that the award has already been confirmed by the University of Wales, Student Administration Services shall advise the University of any correction that is necessary. The University's procedures shall thereafter apply.

*Disputation of decisions of the Student Affairs Panel at Examination Board meetings*

MA3.26 Where the Examination Board disagrees with the recommendation of the Student Affairs Panel in respect of cases of individual extenuating circumstances, the Examination Board will defer consideration of the candidate's result and refer the case back to the Student Affairs Panel via the Chair of the Board.

## **MA4 External Examiners**

- MA4.1 The Quality Assurance Mandatory Procedures contain a section on External Examiners. In addition to setting out procedures for the nomination, appointment and tenure of external examiners, for annual reports, and for payment, there are various sections which are of relevance to the management of assessment, particularly:
- Induction (paragraph QA2.9);
  - Duties and responsibilities (paragraph QA2.12);
  - Rights and Entitlements (paragraph QA2.14)

## **MA5 Entitlement in Respect of Disclosure of Examiners Comments**

- MA5.1 In accordance with the Data Protection Act 1998, a candidate shall have right of access to internal and external examiners' comments made on his or her examination scripts. Requests for access must be made through the University's Data Protection Officer. If, as permitted by the Act, the relevant Faculty chooses not to provide access to the examination scripts themselves, the examiners' comments shall be provided for the candidate on a separate form. It is therefore recommended that comments should be made on attached sheets, rather than directly onto examination scripts. There is a requirement to provide comments in "intelligible form", which may mean providing a "word processed" version if hand-written comments are potentially illegible.
- MA5.2 All examiners should be reminded that their comments will be provided to students if requested and should therefore ensure that all comments can be justified and that no careless remarks are made on exam scripts, in emails/memos to colleagues, or on mark sheets. Any informal notes passed between examiners in the course of marking an examination script or piece of coursework should be disposed of securely once the final mark has been agreed and there is genuinely no need for the notes to be retained.

## **MA6 Invigilation of Examinations**

### *Appointment of invigilators*

- MA6.1 Invigilators will be appointed following a call for recruitment.
- MA6.2 Once appointed, invigilators will be entered on the University's register of Approved Invigilators. An invigilator shall not delegate her/his appointment.
- MA6.3 Prior to undertaking invigilation, invigilators will be required to undertake appropriate training.

### *Scheduling of invigilation*

- MA6.4 Normally only invigilators on the register of Approved Invigilators will be permitted to oversee examinations.
- MA6.5 Invigilation will be scheduled by the designated administrator or her/his nominee.
- MA6.6 Normally at least two invigilators will be appointed for each examination room. If more than forty candidates are to be examined in any room, an additional invigilator will be appointed for each additional forty candidates (or part thereof).
- MA6.7 One invigilator will be designated lead invigilator and will be in overall charge of the examination.
- MA6.8 Where possible, an invigilator of each sex will be appointed.
- MA6.9 At least one Internal Examiner for each examination paper being sat, or an appropriately qualified and experienced nominee, will be present in the examination room during the first fifteen minutes, and if possible, throughout the examination, to answer any queries on the accuracy of the examination paper. If he/she is unable to be present throughout, he or she will be available for consultation at a named location. That location will be identified in advance of the examination to the designated administrator.
- MA6.10 It is the responsibility of the Dean of Faculty in which the subject under examination is located, to inform the designated administrator, no later than ten working days before the date of the examination, of the name of the designated Internal Examiner or nominee and of the location (with, where appropriate, a contact telephone number) of the designated Internal Examiner.

### *Responsibilities and conduct of invigilators*

- MA6.11 Invigilators have a responsibility to ensure that the examination for which they are appointed runs smoothly and is conducted in accordance with the University's regulations and procedures for examinations.
- MA6.12 Invigilators must strive to ensure that examinations are conducted fairly and efficiently. They must devote the whole of their attention to the proceedings. Since candidates are instructed to attract the attention of invigilators only by raising a hand invigilators must be positioned such that the whole examination room can be observed. Wherever possible, practicable, and appropriate, invigilators will refrain from conversation while on duty in the examination room.

### *Duties of the lead invigilator*

- MA6.13 The lead invigilator will have overall responsibility for the supervision of the examination room, including the announcement of the start and finish times of examinations.
- MA6.14 The lead invigilator will collect examination papers, examination stationery and any other approved equipment, books or materials from the relevant Faculty Office, together with a list of those eligible and expected to attend and the designated seating plan.
- MA6.15 The lead invigilator will ensure that the following are present in the examination room:
- (i) an adequate supply of the appropriate examination stationery;
  - (ii) an adequate supply of any approved equipment, books or materials which are to be supplied to candidates;
  - (iii) a list of those eligible and expected to attend (the attendance register) and any seating plans;
  - (iv) candidates' desk tickets (to be placed on each desk).
- MA6.16 The lead invigilator will announce, prior to the start of the examination, any special instructions to candidates.
- MA6.17 It will be normal procedure for the lead invigilator to summon the relevant Head of Administration when circumstances arise in the examination room which are not covered by the University's regulations and procedures. In the unavoidable absence of the Head of Administration or his/her nominee, the lead invigilator will have the discretion to take whatever action he or she deems appropriate to meet such circumstances.
- MA6.18 The lead invigilator will ensure that all answer papers are collected at the end of the examination and lodged at the Faculty Office, together with the attendance list.
- MA6.19 The lead invigilator will ensure the return to the Faculty Office of any unused stationery and other equipment, books or materials.
- MA6.20 The lead invigilator will have responsibility for carrying out such checks of PAT badges and any seating plans as required by the designated administrator.
- MA6.21 The lead invigilator will, for each examination, make a report, in writing, on any absences or on any unusual circumstances, and the action taken, to the designated administrator immediately after the examination.

### *Instructions to invigilators*

- MA6.22 Before the examination:

- (i) Where required, invigilators will assist the lead invigilator in collecting examination papers, examination stationery, other approved equipment, books or materials, attendance lists and seating plans from the Faculty Office.
- (ii) Invigilators must arrive in the examination room at least 30 minutes before the scheduled start of the examination.
- (iii) Invigilators will be provided, by the designated administrator, with any special regulations and requirements of professional bodies over and above those covered by the University's regulations and procedures.

MA6.23 Preparation of the examination room:

- (i) Invigilators will lay out the stationery needed by candidates. Where there is more than one examination in the same room, the invigilator must ensure that the correct stationery is laid out for each examination.
- (ii) The invigilator will use the seating plan to ensure that candidates receive the correct question paper and any other equipment, books or materials required.
- (iii) Invigilators will check that a clock is available in the examination room which shows the correct time and which is visible clearly to all candidates.

MA6.24 Receiving and instructing candidates:

- (i) Candidates will not be allowed to enter the examination room before the invigilators arrive to take charge. Candidates must wait outside while the examination room is being prepared and will only enter when invited to do so by an invigilator.
- (ii) When candidates arrive at the examination room, they must be instructed to take from their bags only such items as are required for undertaking the examination in question. Bags must then be placed at the front or back of the room, or in such other locations outside the examination room, identified by the lead invigilator. Lecture notes, text books or scrap paper must not be left on any candidate's desk.
- (iii) In the case of open book examinations candidates may be allowed to bring in notes and/or reference books. Instructions will be found on the question paper. Invigilators should check that candidates only have the items specified.
- (iv) Candidates must sit at the desk allocated in accordance with the designated seating plan.
- (v) At least five minutes before the examination is due to begin, the lead invigilator will read out to the candidates those regulations/special instructions which relate to the examination in question. S/he must check the finishing time of each paper and make this clear to the candidates.
- (vi) The lead invigilator will instruct candidates to remain silent during the examination. If candidates have any queries during the examination, they should raise their hand. No candidate will be allowed to leave the examination room during the first

- 30 minutes or within the last 15 minutes of the examination.
- (vii) Candidates arriving late will not normally be admitted after the first 30 minutes of the examination.
- (viii) Candidates who leave the room during the examination will not be re-admitted unless escorted by an invigilator during the absence.
- (ix) Candidates are not permitted to smoke but may bring in a soft drink, provided it is in a carton supplied with a straw. Candidates must remove used cartons after the examination.
- (x) The papers should be given out by the invigilators and the candidates instructed by the lead invigilator not to read them until directed to do so.
- (xi) The clock in the room should be used to indicate the official time for starting and finishing the examination.
- (xii) The lead invigilator will announce the formal start of the examination.

MA6.25 Conduct of the examination

- (i) If a candidate sitting an examination for an external professional body wishes to know her/his examination number, the invigilator should refer to the list provided by that examining body.
- (ii) Invigilators are not permitted to answer any query relating to a question on an examination paper. In the absence of the Internal Examiner or her/his nominee, the invigilator must make a note of the query and contact immediately the designated administrator or her/his nominee.
- (iii) The attendance register must be clearly marked and completed in full by the invigilators and must be used to check the collection of completed scripts at the end of the examination.
- (iv) Candidates are not permitted to communicate with each other in the examination room under examination conditions. Examination conditions will be deemed to have commenced when a candidate enters the examination room and to continue until such time as all candidates have left the examination room.
- (v) Candidates are not permitted to leave the examination room temporarily whilst unaccompanied. Where more than one invigilator is present, he or she may accompany a candidate who wishes to leave the examination room temporarily. The reason and time the candidate left the examination room must be noted on the attendance register, on the appropriate script and in the lead invigilator's report.
- (vi) Invigilators should make themselves familiar with any special instructions issued by an examining body.
- (vii) Invigilators should bring to the attention of the lead invigilator any unusual circumstances and actions for inclusion in the lead invigilator's report to the designated administrator.
- (viii) An alert and serious approach to invigilation will help deter



candidates from committing breaches of assessment regulations.

- (ix) A candidate whom an invigilator believes to be engaging in Unfair Practice (including use of unauthorised aids, copying or communicating with others) will be so informed and his or her answer book marked at the appropriate place. Unless the candidate is required to leave the examination room under any other regulation, he or she will be permitted to continue the examination. The definition of Unfair Practice will be that determined by the University “Unfair Practice” Regulations.

MA6.26 Closing the examination

- (i) At the close of the examination, the lead invigilator will instruct all candidates to stop writing and to secure all loose sheets of answer paper inside their main answer book. Candidates must ensure that the front of their answer book(s) has (have) been completed including their candidate number (or name if required by an external body). Candidates must remain seated until all answer books have been collected and the invigilator has instructed them that they may leave.
- (ii) When all answer books have been collected and checked, candidates will be asked to leave the examination room. Formal examination conditions will apply until all candidates have left the examination room.
- (iii) When answer books have been collected they must be checked against the attendance register to ensure that none are missing and checked to ensure that front covers of answer books have been completed accurately.
- (iv) Having checked that no answer books are missing, the invigilators should place them in the envelope provided and return them to the Faculty Office. Invigilators must ensure that the envelope is marked ‘SCRIPTS’, is marked with the title of the examination taken and with the number of answer books that the envelope contains. The script envelope should only contain the scripts and the attendance register.
- (v) Spare stationery and other approved equipment, books or materials will be collected by the invigilators and returned to the Faculty Office.

MA6.27 Evening invigilation: The above regulations apply to evening examinations as well as to day-time examinations. Invigilators will be informed of the arrangements to make assistance and advice available while invigilating examinations held in the evening.

MA6.28 Emergency evacuation of the examination room

- (i) In the event of an emergency evacuation of the examination room (e.g., when a fire alarm sounds) candidates must obey the instructions of the invigilators.
- (ii) Candidates should be instructed that they remain subject to examination rules during the evacuation.

- (iii) Candidates must evacuate the room quietly leaving their scripts and all other examination materials in the room. The lead invigilator will lock the door of the examination room.
- (iv) Candidates must follow the invigilators to the designated assembly area and remain with them until instructed by the appropriate authorities that it is safe to return to the building, or until a decision is taken by the lead invigilator after the appropriate consultation to abandon the examination.
- (v) Candidates must recognise the instructions of the invigilators and that they are still bound by examination regulations.
- (vi) If it is possible to resume the examination, candidates will be instructed to endorse their scripts with the words examination interrupted at the appropriate place adding the time/interruption and the time/resumption. Compensatory time will be allowed to candidates' equivalent to the period from the time the alarm sounded to the resumption.
- (vii) Candidates will be informed of the revised finishing time for the examination by the lead invigilator and that the nature, course, duration of the interruption, and length of compensatory time will be contained in the lead invigilator's report to the designated administrator. Candidates will be informed that the interruption will be reported to the Chair of the appropriate Examination Board.
- (viii) On receipt of the report of the lead invigilator, it will be the responsibility of the designated administrator to ensure that full details of the interruption including its nature, cause, duration and the length of compensatory time is notified to the Examination Board.

## **MA7 Production of Examination Question Papers and Assessment Briefs**

### *Role of the Dean of Faculty*

- MA7.1 It is the responsibility of the Dean of Faculty to ensure that the preparation of assessment materials adheres to the Regulations and Procedures and to the timescale of the University, and that course work assignments are administered appropriately.
- MA7.2 It is the responsibility of the Dean of Faculty to provide the designated administrator with copies of each examination paper in a format ready for printing in line with the schedule outlined below.
- MA7.3 It is the responsibility of the Dean of Faculty to ensure that external examiners, where required, have had the opportunity to scrutinise and comment on assessment procedures. The correspondence between the Faculty and the external examiner concerning the approval of the assessment procedures should be kept in the file of evidence used for the annual monitoring and evaluation of the programmes. The correspondence should include a brief critique

prepared by the module leader showing which learning outcomes of the module are being assessed in each question. External examiners will be required to have had the opportunity to comment on all assessment materials.

- MA7.4 It is the responsibility of the Dean of Faculty to ensure the security of examination papers within Faculties whether in draft or final form.
- MA7.5 Where more than one member of academic staff is involved in the preparation of a question paper, the Dean of Faculty shall identify an individual with responsibility for coordinating the setting of the paper, liaising with external examiners, checking drafts and confirming in writing to the Dean of Faculty that the final version is authorised for printing. Normally the individual will be the programme leader or equivalent.
- MA7.6 The Faculty Collaborative Provision Coordinator shall be responsible to the Dean of Faculty for the above with regard to franchise and collaborative provision. The University retains responsibility for the quality of examination papers and shall send moderated examination papers to external examiners and subsequently the definitive examination papers to the franchise centre.

#### *Format of examination papers*

- MA7.7 All examination papers shall contain the following information on the front page:
- (i) University Module Title and Module Reference Number
  - (ii) Level
  - (iii) Examination Board
  - (iv) Date and Time of Examination
  - (v) Time Allowed
  - (vi) Instructions to Candidates
  - (vii) Any Special Requirements/Additional materials allowed

#### *Role of the lecturer responsible for the setting of an examination paper*

- MA7.8 It is the responsibility of the lecturer setting an examination paper or identified by the Dean of Faculty as being the coordinator for the setting of an examination paper to:
- (i) prepare the initial draft;
  - (ii) check and amend drafts through to and including the final draft;
  - (iii) adhere to the timescale identified in 7.9 below.

#### *Timescale*

- MA7.9 Coordination of the production and submission of examination papers, and the production and distribution to students of assessment briefs, will be undertaken by the Head of Administration, on behalf of the Dean of Faculty, according to a submission

schedule agreed by the Director of Student Administration. Alternative arrangements may be made for overseas franchise centres, as agreed by the University Secretary.

*Security in the drafting and production of examination papers*

- MA7.10 It is the over arching responsibility of those involved in the production and administration of examination papers to maintain the highest level of security at all times.
- MA7.11 Wherever possible and practicable examination papers (draft or final) or individual questions should not be sent through the internal post. Question papers should be handed to the individual concerned, for example, the member of academic staff responsible for the setting of the paper or the designated administrator. The Dean of Faculty should ensure that a log of incoming and outgoing papers is maintained.
- MA7.12 Where examination papers or questions are transmitted electronically, such transmission shall only occur where there are secure encryption facilities at both the sending and receiving work stations and the Dean of Faculty should obtain confirmation from the IT and Media Services Department that such facilities are in place and sufficient to guarantee security.
- MA7.13 Manuscripts, typed or electronically produced drafts or individual questions for discussion with colleagues before the composite paper is prepared should not be copied more widely than is absolutely necessary and should not carry any identifying title.
- MA7.14 The members of staff (both academic and non-academic) handling draft examination papers, individual questions, papers in final form for printing or printed papers should be kept to a minimum and all such staff have a duty to adhere to their responsibilities as stated above.
- MA7.15 Examination papers, whether draft, in final form ready for printing or in final printed form must be kept secure at all times. At Faculty level arrangements for such security are the responsibility of the Dean of Faculty. For papers received ready for printing and for printed papers responsibility rests with the designated administrator.
- MA7.16 Whether at Faculty level or within Student Administration Services, examination papers should be held in one secure location and not removed from that place without, in the case of draft papers, the consent of the member of academic staff responsible for the paper, or, in the case of papers submitted for printing or of printed papers, the designated administrator.

### *External awarding bodies*

MA7.17 In the case of the external awarding bodies where the University does not participate in the production of examination papers, responsibility for the security of papers received rests with the designated administrator.

## **MA8 Investigation Procedure – Academic Appeals**

### *General*

MA8.1 This procedure shall apply to academic appeals by candidates in respect of assessment decisions relating to taught programmes of study, including programmes of study leading to the degree of MRes.

MA8.2 All academic appeals in relation to taught programmes of study shall be considered in accordance with a two stage procedure of investigation and appeal. The procedure shall commence with the investigation stage and a candidate's progress to the appeal stage shall depend on the outcomes of the investigation stage.

### *The investigation stage*

MA8.3 A candidate is entitled to ask for investigation of the following in respect of an examination: <sup>###</sup>

Defects or irregularities in the conduct of the examinations or in written instructions or in advice relating thereto, where there is a *prima facie* case that such defects, irregularities or advice could have had an adverse effect on the candidate's performance.

MA8.4 A candidate who wishes to have such investigation shall make written application to the Head of Quality Unit or his/her nominee normally within fourteen days of the release of the relevant Examination Board results. Applications for investigation submitted outside this timescale with good reason may be accepted at the discretion of the Head of Quality Unit or his/her nominee. Requests for investigation must include details of any alleged defects or irregularities in the conduct of the examinations or in any written instructions or in any advice relating thereto. Requests must be made on the designated form available from the University website.

MA8.5 Upon receipt of such written application, the Head of Quality Unit or his/her nominee shall ask the Chair of the Examination Board, or

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<sup>###</sup> In the context of this Regulation an examination is an examination or assessed piece of work (including Practice Learning) which counts towards a candidate's overall result and which is, therefore, considered by an Examination Board comprising both internal and external examiners.

his/her nominee, to take the necessary steps to investigate the facts to which the application refers. The Chair shall ensure that the facts are investigated within three weeks of the date of the application. At the same time, the Head of Quality Unit or his/her nominee shall acknowledge receipt of the application, informing the candidate of the action being taken.

The Chair of the Examination Board shall produce a report. The report will:

- Describe the conduct of the investigation, including any persons interviewed and evidence received.
- Describe relevant Faculty procedures, where they are not standard across the University.
- Be accompanied by appropriate evidence in support/against the appeal.
- Include information regarding the appellant's status and opportunities for progression.
- Present recommendations on action to be taken should the appeal be upheld.

MA8.6 The Chair of the Examination Board shall, when he/she has completed his/her investigation, take the following actions:

- (i) If the investigation procedure indicates that there has been an arithmetical or other factual error, the Chair of the Examination Board shall arrange for the Examination Board to re-consider the candidate's examination performance. He/she shall then inform the Head of Quality Unit or his/her nominee in writing of the full circumstances of the case, and, at the same time, the candidate shall be informed by the Head of Quality Unit or his/her nominee of the action being taken. The Head of Administration, in consultation with the Chair of the Examination Board, shall subsequently arrange for the publication of such supplementary pass-list as may be necessary. The decision of the Examination Board shall be sent by the Chair of the Examination Board to the Head of Quality Unit or his/her nominee.
- (ii) If it transpires that the candidate has provided evidence of defects or irregularities in the conduct of the examinations or in written instructions or advice relating thereto of which the Examination Board had been unaware; the action stipulated in (a) above shall apply. At the same time, the Chair of the Examination Board shall, where applicable, inform the Head of Quality Unit, or his/her nominee, in writing of the full circumstances of the case, adding comment where this is considered necessary.
- (iii) If the investigation procedure indicates that:
  - there has been no error;
  - there are no defects or irregularities in the conduct of the examinations or in written instructions or advice relating thereto;the Chair of the Examination Board shall inform the Head of

Quality Unit or his/her nominee in writing of this conclusion. The Head of Quality Unit or his/her nominee shall consult the University Secretary to establish whether, from the evidence submitted by the candidate in seeking investigation and from the response from the Chair of the Examination Board, there is a *prima facie* case for appeal (see B14.12). Where the University Registrar determines that there is no *prima facie* case for appeal, the Head of Quality Unit or his/her nominee shall notify the candidate in writing of that conclusion. Where the University Secretary determines that there is a *prima facie* case for appeal, the matter shall be progressed in accordance with the procedures specified in B14.12 onwards.







## **Mandatory Procedures 2013-14 – Quality Assurance**



## **QA1 Approval, Monitoring and Development of Programmes of Study, including Collaborative Delivery, Flexible and Distributed Learning, Placement and Work-based Learning**

Please refer to the regulations and procedures for other University of South Wales courses.

### **QA2 External Examiners (Taught Programmes)**

#### *The role of external examiners*

- QA2.1 The role of the external examiners shall be to ensure that each candidate is assessed fairly and in accordance with an agreed assessment regime, that each candidate is assessed at a standard comparable with other programmes of study in the UK, and that the standard of the award is maintained.
- QA2.2 To this end, external examiners should be:
- (i) of sufficient seniority and experience to be able to command authority and demonstrate competence in assessing candidates' knowledge and skills at higher education level. Such seniority and experience may be drawn from professional practice or from roles held in higher education;
  - (ii) expert in the field of study concerned;
  - (iii) impartial in judgement;
  - (iv) properly briefed, by the Faculty and by the Quality Unit, on their role, the programmes and the University's requirements;
  - (v) provided with feedback on their annual reports.
- QA2.3 This document applies to all programmes validated by the University (as the University of Wales Newport) and by external bodies. Where an external validating body stipulates additional duties, rights and entitlements of external examiners, these should be considered alongside, and may take precedence over, those stated below.

#### *The independence of external examiners*

- QA2.4 The University takes all reasonable steps to ensure that there is no prospect that external examiner appointments could be held in disrepute, or no doubt as to the impartiality of external examiners. Accordingly, an external examiner shall not normally be drawn from:
- (i) the same department in an institution at which any member of the School providing the programme serves as external examiner (or has done so in the preceding four years);
  - (ii) the same department in an institution as any existing or recent (in the last four years) external examiner serving in the School providing the programme;
  - (iii) an organisation that receives candidates on placement from the programme to be examined.

Further, an external examiner shall not have any conflict of interest at a personal or institutional level and shall not normally:

- (i) have served as external examiner/assessor/moderator on any Newport programme at any time in the four years prior to the proposed appointment;
- (ii) have had a direct link with the programme in the four years prior to the proposed appointment (e.g. as a former tutor on the programme or as a member of an industrial liaison panel);
- (iii) be currently enrolled on any programme of study at the University or have been enrolled on any such programme in the four years prior to appointment;
- (iv) hold more than two substantive under-graduate appointments concurrently, or the equivalent, including the proposed appointment.

#### *Nomination, appointment and tenure*

The procedures for nomination, appointment and tenure previously detailed in QA2.5 to QA2.11 are now replaced by the regulations and procedures for other University of South Wales courses.

#### *Duties and responsibilities*

QA2.12 External examiners are required to:

- (i) judge each candidate impartially on the basis of the work submitted for assessment, without being influenced by previous association with the programme, the staff, or any of the candidates; external examiners should declare to the chair of the examination board any such potential conflicts of interest;
- (ii) approve the form and content of proposed examination papers/assignments which count towards the final award;
- (iii) Sample the work of all candidates being proposed for first class degrees, distinction awards or failure or referral;
- (iv) sample work by candidates within each classification;
- (v) be consulted on borderline cases;
- (vi) in respect of dissertations, act as moderator and arbitrate in the confirmation of the grade where there is disparity between that recommended by the first and second internal markers;
- (vii) attend the Examination Board at which examination results in the relevant subject are determined, and at which the overall classification of awards and issues of progression are determined;
- (viii) report any suspicion of unfair practice by a candidate to the Chair of the Examination Board;
- (ix) endorse the outcomes of the assessments they have been appointed to scrutinise, prior to the publication of pass lists;
- (x) approve any proposed changes to the programme, via the incremental change process;

- (xi) submit an annual report on the effectiveness of assessments and the conduct of examinations to the University, and to the validating body as required (see Annual Reports section).

QA2.13 Faculties are responsible for discussing with external examiners the evidence that is necessary to discharge these duties and responsibilities, and for liaising with external examiners on all programme-related issues.

#### *Rights and entitlements*

- QA2.14
- (i) External examiners must be consulted about any proposed changes to the assessment regimes that will directly affect current candidates.
  - (ii) External examiners must be given access to all assessed work, including assessed placement parts of a programme and portfolios of work assessed as part of the Accreditation of Prior Experiential Learning.
  - (iii) External examiners have the right to:
    - recommend the moderation of marks awarded by the internal assessors;
    - request a viva voce examination of any candidate to aid in confirming marks at the Examination Board;
    - participate in any determining vote.Normally, an external examiner's role in moderation should not apply to an individual candidate, but should instead apply to a whole cohort.
  - (iv) External examiners must be invited to any meeting of an Examination Board reconvened to reconsider or review a candidate's result following an academic appeal, verification or Unfair Practice hearing. If the external examiner is unable to attend, her/his comments on the matter must be obtained.
  - (v) External examiners have the right to meet students on programmes or parts of programmes which they are examining;
  - (vi) External examiners have the right to report directly to the Vice-Chancellor and/or to the validating body any concern about standards and performance within the University.

#### *Annual reports: purpose*

QA2.15 All external examiners are required to submit an annual report to the University. The purpose of the report is to enable the University and the validating body to judge whether the programme of study is meeting its stated objectives and is of an appropriate academic standard, and to prompt any necessary improvements.

QA2.16 Reports must be submitted using the template form provided by the University, and must cover:

- (i) the standards of knowledge, understanding and skills

- (ii) demonstrated by the candidates;
- (ii) the comparability of standards with those at other similar institutions; by confirming the standards of a programme, an external examiner is implicitly endorsing the level and standards of related interim qualifications such as undergraduate certificates and diplomas;
- (iii) the appropriateness of standards, with reference to national subject benchmarks, qualifications frameworks and programme specifications;
- (iv) the extent to which the structure, organisation, design and marking of assessments are rigorous and ensure equity of treatment for students;
- (v) the conduct of Examination Boards;
- (vi) the standard and consistency of marking;
- (vii) confirmation of: the timely receipt of information; approval of assessment tasks; the opportunity to examine sufficient samples of work; the appropriate conduct of viva voce examinations; and consultation in respect of any changes to the assessment regime;
- (viii) confirmation that appropriate consideration has been given to matters raised in the external examiner's report in the previous session.

QA2.17 A separate report should be completed for each programme examined, except where programmes are closely related; in such cases the titles of the programmes to which the report refers should be clearly indicated. However, undergraduate and postgraduate programmes must be reported on separately.

QA2.18 Where reports relate to collaborative provision, a separate report should be completed for each collaborative partner institution that is examined, with specific attention to the standards of achievement of students on collaborative programmes.

*Annual reports: responsibilities and procedures*

QA2.19 Subject to the requirements of any external validating body, annual reports should be submitted within four weeks of the meeting of the relevant Examination Board. The relevant Board will normally be that which takes places at the end of the academic session.

*Payment*

QA2.20 External examiners receive an annual fee, payable on receipt of the annual report by the University.

External examiners are normally required to attend up to two meetings in the UK per year (in Newport and/or a collaborative partner institution). However, if it is agreed on appointment that the number of visits required would be in excess of that number or that

the appointment would involve overseas visits, a fee supplement will be awarded in accordance with the additional number of visits or their overseas location.

- QA2.21 The settlement of claims for reimbursement of subsistence and travel expenses, incurred when journeys/visits are made at the request of the University, is responsibility of the relevant Faculty. A maximum of two visits per academic year is normally recommended, to include visits to attend Examination Boards.

*Database*

- QA2.22 The Quality Unit maintains a database of external examiners, on which nominations, approvals, appointments, expiry of tenure, receipt of reports and payment of fees are recorded.

*Franchise provision*

- QA2.23 As far as is practicable, franchise programmes of study, whether home-based or overseas, will be subject to the external examining arrangements described in this document. Any differences in practice will be subject to approval by the University.