



UNIVERSITY OF  
**LINCOLN**

**Taught Postgraduate Regulations  
2015 / 2016**

## **Taught Postgraduate Regulations 2015/16**

This document defines the general principles and regulations that apply to the University's postgraduate programmes as listed in the University's Schedule of Awards and is available on the Secretariat's Portal at:

<https://ps.lincoln.ac.uk/services/registry/Secretariat/SitePages/Home.aspx>

These regulations supersede all previous regulations on postgraduate awards at the University of Lincoln which are hereby revoked.

31 August 2015

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## **Section A - Taught Postgraduate Regulations 2014/2015**

### **A.1 Introduction**

- 1.1 These Regulations apply to all postgraduate awards subject only to variations for individual named awards agreed by Academic Board. Unless specific mention is made, the Regulations do not distinguish between students on different modes of attendance.
- 1.2 These Regulations are the University's Regulations for postgraduate awards and all other regulations and policies of the University take effect subject to these Regulations and shall be interpreted and applied consistently with them.
- 1.3 These Regulations
  - (a) Establish the conditions under which an individual is entitled to pursue a programme of studies of the University;
  - (b) Provide for the adoption of specific programme and award regulations;
  - (c) Establish the powers of Boards of Examiners and provide for the conduct of assessment and for academic review and appeals.
- 1.4 These Regulations apply to:
  - (a) Individuals who have formally applied to be admitted as a postgraduate student of the University;
  - (b) Individuals who have received an offer from the University to be admitted as a postgraduate student of the University;
  - (c) Individuals who have accepted an offer from the University to be admitted as a postgraduate student of the University;
  - (d) All enrolled students of the University including students registered to University awards delivered by partner institutions;
  - (e) All students who have temporarily interrupted their studies at the University;
  - (f) Individuals, whether or not enrolled students of the University, who are registered as candidates for awards of the University;
  - (g) Individuals employed as members of staff of the University;
  - (h) Individuals engaged to provide a service to the University under a contract for services;
  - (i) Visiting members of the University, such as visiting professors and visiting fellows;
  - (j) External examiners appointed to the University;

- (k) Individuals who contribute in any other way to the academic enterprise of the University.
- 1.5 The University undertakes to take all reasonable steps to provide the teaching, examination, assessment and other educational services set out in its prospectus and other University documents. It does not, however, guarantee the provision of such services.
- 1.6 Should industrial action or circumstances beyond the control of the University interfere with its ability to provide educational services, the University undertakes to use all reasonable steps to minimise the resultant disruption to those services.
- 1.7 The University Registrar exceptionally may agree, on an individual student basis, a variation to the Regulations. Any such arrangements shall be reported to the relevant committee of Academic Board as soon as practicable.
- 1.8 The University reserves the right to alter its awards and programmes without prior notice, and to modify from time to time its Regulations for the admission and progression of students and for the conferment of awards. The Regulations shall be reviewed and updated periodically in line with developments in University policy and practice. There may be differences in Regulations as they apply to different cohorts of students registered for the same award.
- 1.9 While the University reserves the right to modify its Regulations at any time, the University shall consider the timescale for introducing changes and the effect on current cohorts of students. Changes shall not normally be introduced for implementation in the current year of study but would take effect in the following academic year.

## **A.2 Awards of the University**

### **2.1 The Framework for Higher Education Qualifications**

- 2.1.1 All programmes offered by the University shall be designed, and their students assessed, at appropriate levels that conform to the Framework for Higher Education Qualifications promulgated by the Quality Assurance Agency for Higher Education (the QAA). Full descriptors of a qualification at each level can be found at: <http://www.qaa.ac.uk/AssuringStandardsAndQuality/Qualifications/Pages/default.aspx>
- 2.1.2 Conformity with the Framework by individual programmes will be verified at initial validation and confirmed at any subsequent re-validation.
- 2.1.3 Boards of Examiners are responsible for verifying that students' performance in formal assessment is at the appropriate level within the Framework. Conformity with the Framework and appropriate levels of students' performance will also be confirmed at periodic review.

## **2.2 Structure of Programmes**

- 2.2.1 The governing principle for the ordering of any curriculum leading to a taught award of the University is that the curriculum is organised as an academically and pedagogically credible programme of studies. A programme of studies shall have a unique title and set of programme learning outcomes and be made up of a unique combination of modules.
- 2.2.2 Every programme shall have a programme specification which sets out the structure, learning outcomes and assessment of the award.
- 2.2.3 The standard module building block for the construction of postgraduate programmes will be multiples of 15 credit points up to a maximum of 60 credit points with 1 credit point equating to 10 notional learning hours.

## **2.3 Credit Structure**

The credit structure of University awards is set out in Annex A to these Regulations.

## **2.4 Mode and Duration of Study**

- 2.4.1 The mode and duration of study for each award of the University is set out in Annex B.
- 2.4.2 Where a student has formally interrupted their studies, the period of interruption of study will not normally be included for the purposes of calculating their maximum period of registration.
- 2.4.3 Exceptionally, at validation, variations to the normal minimum and maximum period of study may be agreed in order to meet professional body requirements.

## **A.3 Admission**

- 3.1 Admission is the decision by which the University agrees to allow an individual to enrol as a student of the University to follow a programme of studies at the University.
- 3.2 The University will determine the standards of attainment that any applicant shall be required to achieve in order to be admitted to a particular programme of studies.
- 3.3 An individual seeking admission to a programme of studies provided at the University shall act in good faith and disclose any fact that is material to the University's decision to admit the individual as a student. An applicant shall not mislead the University, or allow the University to be misled in respect of any part of their application for admission.
- 3.4 Applications for admission shall be considered on academic grounds and on the availability of places on a particular programme of studies unless the applicant's past conduct, experience and circumstances are material to admission.



- 3.5 Possession of minimum entry qualifications does not guarantee the allocation of a place even if such a place is available.
- 3.6 The University shall consider for admission to programmes of study all applicants irrespective of age, disability or alternative need, ethnic origin, sex, marital status, nationality, political or religious belief, or sexual orientation. The University may adopt admissions criteria for a programme of studies that reflect the University's policies on access and widening participation.
- 3.7 The University shall adopt an admissions policy under these Regulations which shall from time to time be reviewed and, where necessary, be revised.
- 3.8 The University follows the national Credit Accumulation and Transfer Scheme (CATS) whereby it can formally evaluate applicants' prior experience and qualifications and offset them against standard entry requirements. An individual may be admitted with advanced standing to a programme of studies. Accreditation of Prior Learning (APL) may be granted for formal learning from other institutions, including where this learning has resulted in the award of a similar qualification, and the University welcomes applications for the accreditation of academic credit. Applicants are advised to consult the University Policy on Accreditation of Prior Learning and the Student Handbook. The University's approved list of qualifications with the credit structure and the maximum amount of credit that can be awarded for prior certificated or experiential learning (AP(E)L) is set out in Annex A.
- 3.9 Credits already awarded by the University as part of a University award may not be used as APL credit against a second award which is at the same level and in a similar subject area. For example, credit achieved as part of a postgraduate diploma may be used as credit towards a Master's degree, but cannot be used a second time as credit towards a different Master's award.

#### **A.4 Enrolment and Registration**

##### **4.1 Enrolment**

- 4.1.1 Enrolment establishes an individual's status as a student of the University.
- 4.1.2 Enrolment is the agreement between the University and the student under which:
- (a) The University provides a programme of studies for the student and makes available to the student the other academic services and facilities associated with that programme of studies;
  - (b) The University, where appropriate, registers the student as a candidate for an award of the University;
  - (c) The University confers the award for which the student is registered where the student satisfies the Board of Examiners of their entitlement to receive that award;
  - (d) The University agrees to be bound by these Regulations;

- (e) The student undertakes to pay the fee for the programme of studies and any other charges levied by the University in respect of the programme of studies and the provision of other academic services and facilities associated with the programme of studies. Students are expected to pay their fees, or make arrangements for the future payment of fees, at enrolment;
  - (f) The student undertakes to do anything else required by the University that concerns the student's following of a programme of studies, receipt of other academic services and use of facilities associated with a programme of studies;
  - (g) The student undertakes to be in attendance at the University;
  - (h) The student agrees to be bound by the University's Regulations.
- 4.1.3 An individual is not enrolled as a student unless the University has received a properly completed University enrolment form that is signed by both the student and an authorised member of staff of the University.
- 4.1.4 A student may be enrolled to a programme of studies on a full-time or a part-time basis subject to the mode of study being validated and available.
- 4.1.5 An individual who is not enrolled as a student of the University shall not be allowed to follow any part of a programme of studies at the University.
- 4.1.6 It is the responsibility of an individual to seek their re-enrolment as a student of the University, as the formal renewal of the agreement between the University and the student. The formalities for re-enrolment are the same as those for first enrolment.
- 4.1.7 Re-enrolment shall normally take place on or around the anniversary of the student's first enrolment to a particular programme of studies. Re-enrolment is subject to annual deadlines, and eligible students who fail to attend for re-enrolment may be deemed by the University to have terminated their enrolment, and the University's obligations to them.
- 4.1.8 A student who has failed to re-enrol may be considered for re-admission to the programme of studies.

## **4.2 Registration**

- 4.2.1 Registration is the recording of an individual's candidacy for an award of the University.
- 4.2.2 A student who is enrolled to a programme of studies of the University leading to an award of the University shall be registered by the University as a candidate for that award.
- 4.2.3 An individual who is enrolled by an institution authorised by the University to offer a programme of studies leading to an award of the University shall complete their registration as a candidate for an award of the University.

4.2.4 An individual registered as a candidate for an award of the University shall only be eligible for that award where the Board of Examiners is satisfied as to their entitlement to receive that award.

4.2.5 The Chair of the Board of Examiners may, except where restricted by professional body requirements, agree, on an exceptional basis, to extend a student's registration beyond that set out in the programme documentation. The extension must be notified to Registry (Student Administration).

### **4.3 University Records on Students**

4.3.1 It is the student's responsibility to inform the University in writing or by other designated procedures of changes in local or home addresses, and of other relevant information, such as change of name.

4.3.2 Information about a student shall be managed in accordance with the Data Protection Act 1998. Access to University records on students is confined to staff who require access in connection with the performance of their duties. All persons maintaining or having access to student records are instructed that the information therein is confidential. Under certain circumstances however, the University may have a legal obligation to disclose information, for example to Local Authorities, Sponsors, or the Police.

4.3.3 A student may access their individual record by submitting a data subject access request to the University's Information Compliance Officer.

### **4.4 Attendance**

4.4.1 Full-time and part-time students are expected to be in attendance at the University during term time including any periods of formal examination or other assessment. In the case of a student following a programme of studies by distance learning, attendance means demonstrable activity on the programme of studies.

4.4.2 Each School is responsible for monitoring student attendance and registers will normally be taken on a regular basis. There is a statutory responsibility placed upon universities to monitor attendance of international students who are in the UK on a Tier 4 visa and to report to the Home Office when a student has been found not to be engaging with their course. International students attending the University of Lincoln must comply with the conditions of their visa. In addition, students are required to note that the University of Lincoln must comply with its legal obligations to the United Kingdom Visas and Immigration (UKVI) as a Tier 4 sponsor. Students found to be in breach of the conditions of their visa in relation to attendance will, unless they are able to show good reasons/extenuating circumstances, have their Tier 4 sponsorship withdrawn and, consequently, their enrolment at the University terminated. For the full list of conditions of the Tier 4 visa, please refer to the UKVI website at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

4.4.3 To ensure compliance with UKVI rules, all international students must show evidence that they have the right to remain and study in the UK. Students who have limited leave to remain in the UK must, on request by the University,

present evidence that they have valid leave to be in the UK and have not allowed their leave to lapse during their study.

4.4.4 The University may temporarily suspend from study a student who is unable to provide one of the following on request:

- evidence of valid leave to be in the UK
- proof that an in-time visa application to remain has been submitted
- proof that they have exited the UK

4.4.5 A student whose study has been temporarily suspended shall be allowed fifteen working days to provide the evidence requested. If evidence is not provided in that period, the University shall terminate the student's enrolment.

4.4.6 A student whose enrolment has been terminated under this regulation may appeal in writing to the Tier 4 Compliance team within ten working days of termination of their enrolment. Such appeals must be sent to [tier4visa@lincoln.ac.uk](mailto:tier4visa@lincoln.ac.uk) and supported by appropriate evidence to show why the termination was not justified. The Tier 4 Compliance team shall make the final decision in respect of the student's status and communicate this to the student.

4.4.7 Where a student is not in attendance, the University may suspend or terminate the student's enrolment. The University shall act fairly in taking such a decision.

4.4.8 The University shall adopt a policy on student attendance under these regulations, which shall from time to time be reviewed, and, where necessary, be revised.

#### **4.5 Interruption of Studies**

4.5.1 A student may apply to the University to interrupt their studies for a specific period of time. The Interruption of Studies form is available from the Student Support Centre, whose staff will deal with any queries about the process. The student must ensure that the form specifies the period of the interruption and is signed by the appropriate member of academic staff, and must then return it to the Student Support Centre.

4.5.2 Students remain liable for the fees for the academic year in which they have interrupted their studies. If the fees have been paid in full the student shall not be liable for any further fees for the year in which they resume their studies and complete the year of study, provided that the student resumes studies at the same point as initial interruption. If a payment plan has been agreed this will normally be suspended during a period of interruption, and resume once studies recommence. The overriding principle is that the student will pay for one complete period of study (for full-time students this would normally be one academic year) although this may be spread over two academic cycles. Where a student resumes studies at a point earlier than the initial interruption, an additional charge will be payable for the subsequent period of study. Detailed guidance relating to interruption of studies is set out in Annex C.

4.5.3 A student shall normally be expected to return to their programme of studies in the following academic year at the point in the teaching or assessment calendar

equivalent to when study was previously interrupted. Where students interrupt at the semester break this may be relatively straightforward but where an interruption has been at another point this will require careful monitoring by the Programme Team. Academic judgement may be used when deciding upon the relevant point of return to study.

- 4.5.4 A student returning after an interruption of studies shall enrol only upon those modules not previously assessed, or where reassessment has been agreed by the Board of Examiners. Any assessments already completed will be carried forward.
- 4.5.5 The University cannot guarantee that changes to a programme of studies will not be made during a student's period of interruption. Where changes have occurred the Board of Examiners, in consultation with Registry, will make appropriate arrangements to enable the student to complete the programme of studies.
- 4.5.6 During a period of interruption of studies the student and the University remain bound by these Regulations.
- 4.5.7 Where a student has formally interrupted their studies, the period of interruption of study will not normally be included for the purposes of calculating their maximum period of registration. The normal maximum for a period of interruption of studies is two years, but this may be varied at validation, for example, to account for the more restrictive requirements of professional bodies. In the case of an unforeseeable event such as a military posting overseas, a student may be required to interrupt their studies for a period greater than the normal maximum. Cases such as this will be considered on an individual basis with students submitting extenuating circumstances to the programme leadership who will decide whether an additional period of interruption above and beyond the 2 year normal maximum is deemed appropriate.
- 4.5.8 A School Fitness to Practise Panel has the power to suspend a student from their studies for a specified time or until the occurrence of a specified event. Such suspension has the effect of a mandatory interruption of studies and paragraphs 4.5.2 – 4.5.7 above will apply.

#### **4.6 Change of Studies**

- 4.6.1 A change of studies occurs when a student transfers their registration from one programme of studies to a different programme of studies.
- 4.6.2 A student may only change their studies with the agreement, given on academic grounds, of the relevant programme leaders and where the timing of such a change is not prejudicial to the academic progress of the student. No student may change from one programme to another unless it is clear that they have adequate opportunity to complete all the assessments on the new programme in the teaching session assigned to the current cohort of students on that programme level.
- 4.6.3 A student who seeks to change their studies from one programme to another must obtain the Transfer of Award form from the Student Support Centre and

ensure that it is approved by the relevant academic members of staff and returned to the Student Support Centre.

- 4.6.4 A change of studies may only take place where the transfer is explicitly approved by the importing programme leader, evidenced by the relevant signature on the student transfer form. In the case of a joint programme, authorisation from both importing programme leaders is required.
- 4.6.5 In allowing a student to change their studies, the University shall not give an undertaking that the student will be entitled to support from any financial sponsor to pursue the new programme of studies.

#### **4.7 Termination of Enrolment and Registration**

- 4.7.1 A student's enrolment and registration will terminate when they completed a programme of studies and either has an award conferred by the Board of Examiners or the Board of Examiners decides that the student is ineligible for an award.

##### **Termination by a student**

- 4.7.2 A student may terminate their enrolment prior to the completion of a programme of studies. Any obligations incurred between the University and the student, prior to the termination of enrolment, remain binding. A student who notifies the University of the intention to terminate their studies will be strongly encouraged to first discuss the matter with an academic member of staff. Students wishing to withdraw permanently from the course will be invited to attend an interview at the Student Support Centre and, if this has not already been done, complete the withdrawal form.

##### **Termination on academic grounds**

- 4.7.3 Where a student has exhausted all reassessment opportunities and has not met the general pass standard for the current level of study, including any variations agreed by Academic Board in order to satisfy professional body regulations, the student will be deemed to have failed and their enrolment on the programme terminated.
- 4.7.4 The University is also entitled to terminate the enrolment of a student who fails to fulfil the attendance requirements (see section 4.4). In such circumstances, a student will receive five working days notice in writing to attend a Panel meeting chaired by the Head of School (or nominee) where the student will be given the opportunity to provide adequate reasons and/or evidence as to why their enrolment should not be terminated. If the Panel rejects the reasons or evidence submitted the student will be advised in writing that their enrolment has been terminated and their right to appeal the decision.
- 4.7.5 A student whose enrolment has been terminated in accordance with section 4.7.4 may lodge an appeal within ten working days of the date of the termination letter. An appeal must be lodged on the form provided (available from Secretariat) on either of the following grounds only:

- (a) that there were extenuating circumstances adversely affecting the student's attendance which for valid reasons the student did not make known to the Extenuating Circumstances Panel at the appropriate time either in sufficient detail or at all. Normally, the only acceptable valid reasons will be that the student was unable or incapable of bringing the circumstances to the Panel's attention. The student must provide documentary evidence to support their claims.
  - (b) that there was a material error in the conduct of the process that was of such a nature as to cause reasonable doubt as to whether the outcome might have been different had the error not occurred.
- 4.7.6 The student must provide all material and evidence that they wish to be considered in support of their appeal at the time that the appeal is made.
- 4.7.7 The Appeals Officer will forward the appeal to the Director of Student Affairs for consideration. The appeal should normally be completed within 20 working days. In considering the appeal, the Director of Student Affairs has the discretion to make enquiries of such persons (including the student, tutors, programme leaders, unit co-ordinators and the visa compliance team) as they deem necessary.
- 4.7.8 The Director of Student Affairs shall notify the Appeals Officer of the outcome of the appeal and give reasons for the decision. The Director of Student Affairs may confirm the decision to terminate the student's enrolment or reinstate the student onto their programme of study. This decision is final and will be notified to the student in writing by the Appeals Officer. If termination of the student's enrolment is confirmed, the Appeals Officer will issue a Completion of Procedures letter.
- 4.7.9 In the event of termination as set out in the paragraphs above, where the student has accumulated the requisite number of credits, the Board of Examiners may confer an alternative exit award. Individual programme specific Assessment Regulations set out the detail of exit awards that are available. A student may receive only one award in respect of any programme of study. A candidate who accepts a lower award rather than taking the opportunity to be reassessed may not normally elect to subsequently be reassessed.
- 4.7.10 In the unfortunate event that a student dies while on the programme, all details and information should be sent to the Director of Student Affairs.
- 4.7.11 The University shall exercise reasonably the powers provided by these Regulations and follow a procedure that treats the student fairly.

## **A.5 Taught Postgraduate Assessment Regulations**

### **5.1 General Assessment Regulations**

- 5.1.1 These Assessment Regulations provide the general regulations for the assessment and examination of the academic performance of students, the preservation of the University's academic standards in assessment and for the appointment of External Examiners.

- 5.1.2 The marks and grades awarded by Examiners are a matter of academic judgement for those Examiners. Marks and grades ratified by a Board of Examiners cannot be questioned.
- 5.1.3 Where not elsewhere provided for by the University's Taught Postgraduate Regulations, the Chair of the Academic Board, or nominee, is competent to act to ensure fairness to a student in the operation of the University's assessment procedures in respect of such matters as the conduct of Boards of Examiners and review and appeals. This competence is limited to procedural matters and does not extend to substantive decisions on assessment or the exercise of academic judgement in respect of assessment.
- 5.1.4 The Assessment Regulations for an accredited award may take account of the assessment requirements of an accrediting body but the accrediting body's regulations shall not normally take precedence over these Regulations.
- 5.1.5 All assessments shall be conducted in the English language except where otherwise provided by the validation of a programme of studies.

## **5.2 Assessment Arrangements**

- 5.2.1 At enrolment, students are provided with a unique examination identification number for anonymous marking purposes. This is printed on the Student identity card which students are required to take to formal examinations and to use the anonymous identification number as their identification on all formal examination paperwork.
- 5.2.2 The University will make reasonable adjustments as recommended by its Student Wellbeing Centre in respect of assessment arrangements for students with disabilities.
- 5.2.3 The University postgraduate examination timetable, including the timetable for students with individual requirements, is produced centrally by Registry and the final version of the examination timetable is published on the Portal.
- 5.2.4 Students are required to present themselves for examinations at the times and places specified by the Board of Examiners. Absence or non-submission of scripts shall result in failure, except where the Extenuating Circumstances Panel approves a claim relating to the assessment.
- 5.2.5 Students are required to submit coursework at the times and places formally notified to them. For those academic disciplines for which the University standard is Harvard referencing, the standards are set down in the 'Referencing Handbook: Harvard' available online, *via* mobile app or from the Library. Students should use the relevant handbook as the definitive guide to Harvard. Other academic disciplines may use different referencing standards and the handbooks produced by them should be treated as the definitive guides. Students will be advised about which referencing standards apply to their programmes of study. Students are required to keep an electronic copy of any text-based coursework until three months after receiving formal notification of the results. This may be requested by an academic member of staff for plagiarism detection purposes. Students shall keep all returned assessments until after the final assessment of the award and must re-submit any work to



authorised staff if required.

- 5.2.6 Where students experience unexpected and exceptional difficulties in preparing for, or completing coursework, and have evidence for this, they may request an extension for coursework submission. In order to ensure consistency in application, a programme may identify one person to approve extensions, either for the programme overall or for each level of the programme. Extensions to deadlines for the submission of coursework may be approved by academic staff under the authority of the relevant Board of Examiners. An extension of a coursework submission deadline may not be given after the original submission date. Extensions should not be given where the revised date goes beyond the meeting of the Board of Examiners where the module would normally be considered.
- 5.2.7 Extensions of coursework submission deadlines may only be given where extenuating circumstances would be likely to be accepted by the University Extenuating Circumstances Panel as having adversely affected the student's preparation for, or performance in, assessment and are subject to evidential requirements.
- 5.2.8 Late submissions, whether measured against an original or formally extended deadline, shall be penalised. The penalty shall consist of a reduction in the mark of 10 percentage points for each whole or partial working day late. For the avoidance of doubt, this regulation means 10 percentage points of the marks available for the coursework and not ten per cent of the marks awarded to a student based on the merits of the coursework submitted. For example, where an assignment warranting a merit mark of 68% is submitted one day late, then a mark of 58% shall be recorded. No mark less than zero shall result from the application of this regulation.
- 5.2.9 Any member of staff or other person appointed as an invigilator shall observe the rules for the invigilation of examinations published by the Registry.
- 5.2.10 Candidates shall observe the rules for the conduct of examinations published by the Registry which are set out in the Annex to these Regulations.

### **5.3 Progression**

- 5.3.1 A student may progress through all stages of the award on condition that they have satisfactorily maintained their student status and shall only be finally assessed on the basis of their performance at the Board of Examiners held on completion of all stages of the taught Masters programme. A student's entitlement to an award shall be determined by the number of credits accumulated at that point.
- 5.3.2 A student's status (satisfactory or otherwise) shall be considered by Progress Panels which shall meet at least once per year, and by personal tutors throughout the duration of the student's programme of studies. Students shall be provided with informal feedback following the Progress Panels.
- 5.3.3 The pass mark for a module shall be 50%. The module mark shall be calculated by taking into account the individual assessment component marks according to the prescribed weighting of the assessments.

- 5.3.4 The module mark shall be rounded to the nearest whole number. A module mark of 0.5 shall be rounded to the next higher whole number.
- 5.3.5 Where a module uses two or more elements of assessment, all elements shall be passed at a mark of at least 50% for the module to be passed. Compensation may be applied by Boards of Examiners, but normally only when a minimum of 40% has been achieved in each element, with an overall module mark of at least 50%.
- 5.3.6 At validation it may be agreed that a student's assessment attainment shall be measured and recorded on the basis of a pass or a fail, rather than as a percentage mark. Pass may include pass with merit and pass with distinction.
- At (re-)validation, a programme team shall propose the means by which and the programme regulations under which reassessment is undertaken.
- 5.3.7 Where necessary, the regulations of external bodies, such as professional bodies responsible for accrediting awards, may override these regulations.
- 5.3.8 Students achieving the pass standard shall be entitled to be considered by the Board of Examiners for the conferment of the award. The final award decision shall be made when the student has attempted all units constituting 180 credit points or the student has exhausted all reassessment opportunities or declined the opportunity to be reassessed.

#### **5.4 Annulment of Formal Assessments**

In addition to the provisions for annulment arising from appeals against decisions of Boards of Examiners, Academic Board may annul an assessment in whole or in part if it is found that a serious irregularity has taken place in the conduct of the assessment, or if force majeure has prevented or seriously impaired the participation of a group of students in the assessment.

#### **5.5 Dissertation**

- 5.5.1 A dissertation or project proposal shall have been formally approved by the supervisor(s) of the proposed dissertation or project.
- 5.5.2 The dissertation or project component shall be marked by at least two members of staff, one of whom shall be the dissertation or project supervisor. All dissertations or projects shall be externally examined.
- 5.5.3 The Board of Examiners may require a student to attend a *viva voce* examination at a specified time, subject to the University's policy on *viva voce* examinations and to any programme-specific requirements approved at (re)validation and included in the programme specification.

## **5.6 Reassessment Opportunities**

- 5.6.1 Award Regulations provide the rights to retrieve failure in assessment and the conditions under which such a failure may be retrieved.
- 5.6.2 Reassessment shall only be allowed as an attempt to retrieve an initial failure and shall not be allowed with a view to improving performance in any component of assessment, unless the University rules relating to extenuating circumstances apply.
- 5.6.3 Reassessment is a further attempt of any failed assessment component within a module that has been failed at a previous attempt. The full merit mark for the component shall be awarded but the maximum overall mark for such a module successfully passed following a reassessment is 50%, unless extenuating circumstances apply.
- 5.6.4 University Regulations specify where, as a result of a Board of Examiners accepting that circumstances have adversely affected a student's performance, a failed module may be retaken as if for the first time and a mark higher than 50% obtained.
- 5.6.5 Boards of Examiners shall convene to determine students' resit entitlement up to a maximum of 60 credits. Students shall have the right to one reassessment per component in these credits. Reassessment shall normally take place following the meeting of the Board of Examiners and while the student is studying the remaining 60 credits.
- 5.6.6 The final Board of Examiners shall convene following completion of the reassessments and final 60 credits at which point a student's entitlement to an award shall be determined. If a student has failed the final 60 credits they shall have the right to one reassessment of the 60 credits.
- 5.6.7 Students entering with advanced standing shall have the right to retrieve an initial failure by one reassessment of any module up to a maximum of 50% of the credits being studied.
- 5.6.8 A module passed on reassessment shall be awarded a mark of 50%.
- 5.6.9 Where a student has exhausted all reassessment opportunities and has not met the general pass standard for the award of Masters they will be deemed to have failed and their enrolment on the programme terminated. The Board of Examiners may recommend that an exit award be conferred where the requirements for such have been met.
- 5.6.10 Where a student has been assessed for an award and the Board of Examiners has recommended that the student can be awarded only a lower award, and has made no provision for the student to be reassessed for the original award, the student cannot subsequently attain the original award with the same title via an alternative mode of study.

## 5.7 Awards

### Postgraduate Certificate and Postgraduate Diploma

- 5.7.1 Postgraduate Certificates (60 credits) and Postgraduate Diplomas (120 credits) are awarded on a pass or fail basis or with distinction. A student shall be awarded a Postgraduate Certificate or Postgraduate Diploma with distinction if he or she obtains a mean mark of at least 70% across all the modules assessed as part of their programme.

A candidate who has been reassessed in any assessment of the programme shall not normally be regarded as eligible for the award of a distinction for the Postgraduate Certificate or Postgraduate Diploma except at the discretion of the Board of Examiners.

### Masters Degree

- 5.7.2 To be awarded a Masters degree, a student shall pass all the assessed elements constituting 180 credit points or where the student has achieved the pass standard in 150 credit points providing the mark of at least 40% is obtained in the remaining 30 credit points. Boards of Examiners shall convene to determine a student's entitlement to condonement. Condonement shall not be available to students who enter with advanced standing.

### Masters Degree with Distinction or Merit

- 5.7.3. A student shall be awarded a Masters degree with distinction if:

- the overall average mark for the assessed elements that comprise the final 60 credits (the dissertation) of the programme is 70% or above.

A student shall be awarded the MFA degree with distinction if:

- the overall average mark for the assessed elements that comprise the final 120 credits of the programme is 70% or above.

A student shall be awarded the MArch degree with distinction if:

- the overall mark for the assessed elements that comprise the final 120 credits of the programme is 70% or over.

- 5.7.4 A student shall be awarded a Master's degree with merit if:

- the overall mark for the assessed elements that comprise the final 60 credits, of the programme (the dissertation) falls in the 10% band below the threshold for the award of Distinction.

A student shall be awarded the MFA degree with merit if:

- the overall average mark for the assessed elements that comprise the final 120 credits of the programme is 60% or above.

A student shall be awarded the MArch degree with merit if:

- the overall mark for the assessed elements that comprise the final 120 credits of the programme falls in the 10% band below the threshold for the award of Distinction.

5.7.5 In making these calculations appropriate weighting shall be given to the credit point value of the modules included and the result rounded to the next higher whole number.

5.7.6 A candidate who has been reassessed in any assessment of the programme shall not normally be regarded as eligible for the award of a distinction or merit except at the discretion of the Board of Examiners.

### **Alternative Exit Awards**

5.7.7 In the circumstances defined below, a student may obtain an exit award. A Board of Examiners may make such an award only at a point when a student's tenure on a programme of study has ceased. A student may receive only one award in respect of any programme of study.

5.7.8 A candidate who accepts a lower award rather than taking the opportunity to be reassessed may not normally elect to subsequently be reassessed.

5.7.9 Postgraduate Certificate: This may be awarded to a student who has successfully completed 60 credits of study on a postgraduate programme but has failed to complete or elected not to take an opportunity for reassessment.

Postgraduate Diploma: This may be awarded to a student who has successfully completed 120 credits of study on a postgraduate programme but has failed to complete or elected not to take an opportunity for reassessment.

### **5.8 Extenuating Circumstances**

5.8.1 Extenuating circumstances are exceptional and unforeseen circumstances, beyond a student's control, which may have had a serious and adverse effect upon their assessed work.

5.8.2 It is the responsibility of the student to attend examinations, submit coursework for assessment as required and by the due date, and to provide the University Extenuating Circumstances Panel, in advance of the meeting of the Board of Examiners, with any relevant information on exceptional and unforeseen circumstances that may have adversely affected their assessment performance.

- 5.8.3 If a student claims that their performance has been adversely affected by extenuating circumstances, it is their responsibility to ensure that the evidence of such extenuating circumstances is provided, documented and independently substantiated, at the earliest possible opportunity.
- 5.8.4 Students are responsible for ensuring that claims for Extenuating Circumstances to be taken into account are submitted prior to the meeting of the Board of Examiners where the relevant assessments would normally be considered.
- 5.8.5 Students may not normally use any disability or illness that is catered for by a Disability Service Needs Assessment as the basis for an Extenuating Circumstances application. The only exception to this might be the unexpected emergence of an underlying disability or illness which required further support. An Extenuating Circumstances application might be made in such circumstances but would be subject to the normal requirement for supporting evidence.
- 5.8.6 Where there is documented evidence of extenuating circumstances that will prevent attendance at an examination, or submission of a final piece of coursework on the agreed date, this should be presented to the Extenuating Circumstances Panel in advance of the assessment date. Where there are known and documented circumstances that will take place at a future date (for example, a hospital appointment for an operation which coincides with a formal examination) students are encouraged to submit these applications in advance. Though this may not be normal practice there may be some circumstances where an application should be made in advance.
- 5.8.7 The Board of Examiners shall normally treat the submission of extenuating circumstances as a request by the student for the Board to void the mark for the original assessment(s) to which the claim relates. Consequently, where a claim of extenuating circumstances is successful, a student shall normally be required to be reassessed, on the basis of a first sitting, in the relevant assessment items.
- 5.8.8 Circumstances accepted as valid by the University Extenuating Circumstances Panel are forwarded to the relevant Board of Examiners which shall consider whether or not the circumstances have affected performance in assessment and apply the decision concerning assessment.
- 5.8.9 For students enrolled on programmes leading towards a professional accredited qualification, circumstances accepted as valid by the University Extenuating Circumstances Panel, or where appropriate, shall be forwarded to the relevant Fitness to Practise Panel. Fitness to Practise Panels shall consider the circumstances in relation to the Fitness to Practise Policy for the programme upon which the student is enrolled and shall forward its recommendation to the relevant Board of Examiners.
- 5.8.10 Claims received too late for consideration by the Extenuating Circumstances Panel, and hence by the Board of Examiners, will be accepted only if the student can demonstrate there was good reason for the late application. The time limit for receipt of late applications is ten working days following the release of results.

5.8.11 The responsibilities of students and Boards of Examiners in respect of circumstances that might adversely affect a student's performance are set out in detail in Annex E.

5.8.12 A claim for extenuating circumstances shall not be available to a student as a means to avoid an application of these Regulations to allegations of having committed an academic offence in relation to assessment.

## **5.9 Academic Offences**

5.9.1 Where it is alleged that a student has committed an academic offence and the student has, in respect of the same piece of work, submitted a claim to the University Extenuating Circumstances Panel (ECP), matters will be dealt with as follows:

- a) The University Academic Offences Committee shall determine whether the allegation against the student is proven.
- b) Where the Academic Offences Committee finds the allegation to be proven, it shall recommend the penalty to be applied by the Board of Examiners. In determining the penalty, the Board of Examiners shall take full account of the ECP's finding as to the extent to which the claimed circumstances mitigate the commission of the academic offence and/or warrant any clemency in respect of the penalty.

5.9.2 Further details of the procedures relating to Academic Offences are set out in the University General Regulations and additional information on coursework is set out in Annex F.

## **5.10 Placements and Supervised Work**

5.10.1 Where a programme of study includes an approved period of placement study or an approved period of work placement, the Board of Examiners shall decide whether a student is entitled to proceed to the placement at an appropriate time prior to the commencement of the placement. Where necessary, the Board of Examiners shall make any special arrangements for students to be reassessed.

5.10.2 A student following an approved placement is an enrolled student of the University, with attendant entitlements and obligations in respect of assessment and progression.

5.10.3 The Board of Examiners shall decide whether a student is entitled to proceed from a placement to the next stage of study on a programme of study. The Board of Examiners shall consider the criteria for progression established at the validation of the programme and, where necessary, shall make any arrangements for reassessment, or for activities akin to reassessment, to allow the student to demonstrate attainment of the learning outcomes of the placement.

## **5.11 Requirements of Accrediting Bodies**

- 5.11.1 In respect of any postgraduate award, Academic Board may vary these Regulations in order to allow an award to satisfy the published assessment requirements of an accrediting body. Such approved variation shall be published as a Schedule to these regulations and adopted by the relevant Board of Examiners.
- 5.11.2 At programme validation, and following the submission of clear supporting evidence, the validation panel may agree that for academic reasons or to meet the requirements of accrediting bodies a student must achieve an overall mark of 50% in any specified module.
- 5.11.3 All variations to the University's Regulations shall be approved by Academic Board.
- 5.11.4 Variations to these regulations, as approved by Academic Board, are available on the Secretariat's Portal at: <http://secretariat.blogs.lincoln.ac.uk/university-regulations/>.

## **A.6 Boards of Examiners**

- 6.1 Boards of Examiners, established by Academic Board, shall determine a student's entitlement to progression and receipt of a University award. 'Board of Examiners' is used throughout the regulations to refer to the appropriate Board as defined by the current terms of reference.
- 6.2 Each College has a tiered structure of Boards of Examiners comprising Subject and College Boards of Examiners.
- 6.3 Boards of Examiners shall have responsibility for setting all assessments for students and for approving the timing of assessments. It is the responsibility of the Board of Examiners to consider and ratify the approved marks for the modules and to recommend the form of reassessment where a module has been failed by a student.
- 6.4 Boards of Examiners shall ensure that the arrangements for the assessment of students are consistent with the assessment regime established at validation for a programme of study.
- 6.5 No decision of a quorate Board of Examiners, acting within its approved terms of reference, may be modified by any authority within the University except as provided by the Academic Review and Appeals Procedure (see section 7 below) or in the event of an annulment of a formal assessment.
- 6.6 The proceedings of Boards of Examiners are confidential.
- 6.7 Module marks are approved when the schedule of marks for the module is signed by the module co-ordinator and, where relevant, the External Examiner.



- 6.8 Decisions on a student's right to progress to the final dissertation/project stage, and on a student's entitlement to an award, are made by the College Board of Examiners.
- 6.9 The decisions of Boards of Examiners shall be made available to relevant advisers and academic tutors to enable advice and guidance to be given to students.

#### **A.7 Academic Review and Appeals**

- 7.1 The decisions of Boards of Examiners reflect the collective academic experience of the University's teaching staff and the external examiners appointed to the boards. Boards of Examiners take seriously the responsibility to uphold the academic standards of the University.
- 7.2 There are occasions when a student might feel that they wish to dispute the decision of a Board of Examiners. Students are encouraged to raise any concerns informally with their School or Student Services staff as soon as they have accessed the Board's decision; and should be aware that if they wish to submit a formal request for a Review, this must be done within ten working days of having received notification of the decision.
- 7.3 The Review stage of the appeals process is a pre-requisite for a formal Appeal; it offers students the opportunity to seek assurance that all material circumstances were taken into account by a Board of Examiners when it arrived at its decision. A student who instigates the Review and Appeal procedures should continue with their studies as normal, including studying for reassessment.
- 7.4 Disagreement with a mark or a grade cannot itself constitute grounds for appeal.
- 7.5 Further details of the Academic Review and Appeals Procedure are set out in the University General Regulations.

#### **A.8 External Examiners**

- 8.1 Each programme shall have an External Examiner(s) approved and appointed by Academic Board.
- 8.2 The External Examiner(s) shall normally be present at the main Board of Examiners' meeting where decisions concerning final degree awards are made.
- 8.3 The External Examiner(s) shall be required to submit an annual report within a month of the Board of Examiners' meeting at which the final awards were decided.

#### **A.9 Publication of Results**

- 9.1 The confidential proceedings of a Board of Examiners shall not be disclosed by any member of the Board or designated University officers except as provided by these Regulations.

- 9.2 Numerical marks given by assessors in individual items of assessment and confirmed by Boards of Examiners shall only be disclosed to a student by a designated University officer.
- 9.3 A student shall only be given or be able to obtain their own marks.
- 9.4 Student Administration shall ensure that each student is provided with information on the results of assessment, reassessment opportunities or requirements, entitlement to progress and, where appropriate, entitlement to a University award.
- 9.5 Assessment results for all postgraduate students, once they have been ratified by the Boards of Examiners, are released online through Blackboard or via the Portal. A schedule of release dates for results is published on the Portal. The student is responsible for accessing this information about their results.
- 9.6 Results for final year students, together with the transcript of all module marks and their certificate will, unless otherwise notified, be presented to students at the University's Graduation ceremonies, except where a student has made a formal request to receive them earlier. Students unable to attend the relevant ceremony will receive the above mentioned documents via recorded delivery within four weeks after the ceremony.
- 9.7 Individual students who are sponsored, either by their employer or another educational institution, may give their consent for their results, attendance record, or other information to be made available to their sponsor. Students who are sponsored and who wish make available their results and details to their sponsor must complete 'The Consent to the Disclosure of Personal Information to Employers and Institutions Sponsoring Programmes of Study' form. Disclosure will only be made where a student has completed and signed the consent form.

## **Section B - Professional Doctorate Regulations**

These regulations define the principles and regulations relating to those awards contained in the University's schedule that are deemed and recognised to be taught postgraduate, cited below. These regulations are made under the University Regulations 2015/2016, which are published separately.

Doctor of Education

## **B.1 General Principles**

- 1.1 Assessment procedures shall be in accordance with the regulations of the University of Lincoln as agreed by the Academic Board. Students shall have the right of appeal as specified in the University Regulations.
- 1.2 The pass mark for a taught module shall be 50%. At validation it may be agreed that a student module attainment shall be measured and recorded, as an alternative to the awarding of a percentage mark, on the basis of a pass or a fail. Pass may include pass with merit and pass with distinction.
- 1.3 Where a student resits a module as a result of failure on the initial attempt, and passes, he or she shall be awarded a mark of 50% for that module.

The University Regulations specify where, as a result of a Board of Examiners accepting that circumstances have adversely affected a student's performance, a failed module may be retaken as if for the first time and a mark higher than 50% obtained.

- 1.4 Specific regulations relating to progression from Postgraduate Certificate to Postgraduate Diploma, from Postgraduate Diploma to Masters and from Masters level to Doctorate level shall be specified at the time of validation and set out in the programme specification.
- 1.5 At validation the panel may specify a named intermediate award consistent with section 4.3 of these regulations.
- 1.6 Opportunities for advanced standing under the Accreditation of Prior (Experiential) Learning AP(E)L, in accordance with the University's agreed procedures, shall be available to students.
- 1.7 Consideration of all module marks and decisions on progression in respect of the taught element of a Professional Doctorate are the responsibility of the Board of Examiners. Approval, examination and confirmation of attainment in respect of the thesis, or approved equivalent are the responsibility of the College Research Degrees Board. Conferment of the final award shall be the responsibility of the relevant Board of Examiners taking into account the recommendation of the College Research Degrees Board.
- 1.8 Where necessary a validation panel may make specific arrangements to ensure that the requirements of external bodies are met in relation to a programme of study leading to a Professional Doctorate.

## **B.2 Admission and Entry Requirements**

Candidates for Professional Doctorate programmes shall normally hold one of the following qualifications:

- (i) a Masters degree of a UK university;
- (ii) a professional qualification recognised as being equivalent to a Masters degree;

- (iii) other qualifications and/or experience which demonstrate that a candidate possesses appropriate knowledge and skills equivalent to a Masters degree.

Additional entry requirements, based on the requirements of the subject and/or professional bodies, may be proposed at (re-)validation of the programme.

### **B.3 The Framework for Higher Education Qualifications**

#### **3.1 The Framework**

Professional Doctorate programmes shall be designed and their students assessed at appropriate levels that conform to the Framework for Higher Education Qualifications, promulgated by the Quality Assurance Agency for Higher Education (the QAA). Conformity with the framework by individual programmes will be verified at initial validation, and confirmed at any subsequent re-validation. Boards of Examiners are responsible for verifying that students' performance in formal assessment is at the appropriate level within the framework. Conformity with the framework and appropriate levels of students' performance will be confirmed at periodic subject review.

#### **3.2 Professional Doctorates**

The intended learning outcomes of professional doctorates and their modules shall include or reflect the requirements of the framework, namely that, successful students, on completion of their programme of study, will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas, or approaches;
- demonstrate the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

(Re-)validation panels are responsible for verifying these.

Boards of Examiners are responsible for verifying that students have demonstrated through their formal assessments that they have satisfied the programme and modules' intended learning outcomes and have demonstrated on completion of their doctoral programme of study:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;

- the ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Periodic subject review panels are responsible for confirming that programmes' and modules' intended learning outcomes and students' assessments conform to the above.

## **B.4 Structure of Professional Doctorate Programmes**

### **4.1 Standard size of module**

The standard module building blocks in Professional Doctorate programmes are 15 credit points, as appropriate to the level of study, with 1 credit point equating to 10 notional learning hours. The modules will be at Masters (M) or Doctoral (D) level according to 4.2 below.

### **4.2 Structure of awards**

A Professional Doctorate shall be structured according to the following principles.

The programme of study shall comprise between 120 and 270 credit points of taught provision. Where the programme of study comprises more than 180 credit points of taught provision any taught provision in excess of 180 credit points must be at doctoral level. No element of the taught provision may be at a level below Masters level.

In addition the programme of study will require the submission of a written thesis. The written thesis shall not exceed 60,000 words. At validation the validation panel shall confirm the length of the written thesis in light of the credit size of the taught element of the programme and the requirement that candidates must attain a doctoral level in their thesis, judged by the length and standard of the thesis.

At the point where the College Research Degrees Board approves the written thesis it shall consider an application from a candidate who proposes to submit other original work in part fulfilment of the requirement to submit a written thesis. Such other work may be in any field, including mathematics, engineering, computing, architecture, creative writing, music, fine art, design, film or time based electronic media, performance and dance.

### **4.3 Credit structure**

The credit structure of Professional Doctorate awards is summarised as follows.

Award	Tariff (level)	Maximum Credit Points Available under AP(E)L	Notional Learning Hours
Postgraduate Certificate	60 (M)	30	600

Postgraduate Diploma	120 (M)	60	1200
Masters	180 (M)	120	1800
Professional Doctorate	540 (M/D)*	100**	5400

\* A Professional Doctorate is equivalent to 540 credits points, including between 120 and 270 credit points of taught provision. No element of the taught provision may be below Masters level and any taught provision in excess of 180 credits must be at doctoral level.

\*\* This credit is not to include any research methods module(s)

#### 4.4 Duration of study

The following minimum periods of enrolment shall normally apply:

Award	Minimum Duration (Months)	
	Full-Time	Part-Time
Postgraduate Certificate	4	8
Postgraduate Diploma	8	16
Masters	12	24
Professional Doctorate	36	48

The maximum period of registration will be the minimum period plus two calendar years.

#### 4.5 Research methods requirements

All students undertaking a postgraduate dissertation/project/portfolio must have passed a relevant research methods module(s) as stipulated at validation and set out in the programme specification.

### B.5 Assessment

#### 5.1 Boards of Examiners

The Board of Examiners shall have responsibility for assessment and progression in respect of the taught element of the programme. The taught modules at Masters level will be examined according to procedures set out in the University Assessment Regulations for Taught Postgraduate Awards.

The College Research Degrees Board shall have responsibility for the thesis. The thesis shall be examined according to procedures set out in the University's Research Degrees Regulations.

## **5.2 Thesis**

### **5.2.1 Progression**

In order to progress to the final, thesis stage of a professional doctorate, students shall have passed (or been formally credited with) all the required taught element credit points from the programme as specified at validation. Once a student has progressed to the thesis stage of a programme the College Research Degrees Board shall consider and approve, or otherwise, the student's research project leading to a thesis or approved alternative.

### **5.2.2 Supervision**

The College Research Degrees Board shall approve the supervisory arrangements for the thesis or approved alternative according to the current University's Research Degrees Regulations.

### **5.2.3 Examination**

The current University's Research Degrees Regulations relating to examiners and first examination shall apply to the examination of the approved thesis.

### **5.2.4 Re-examination**

Re-examination of the thesis shall be in accordance with the current University's Research Degrees Regulations.



## **Section C - Integrated Master's Degree Regulations**

The assessment regulations for Integrated Master's Degree awards follow the regulations as set out in section 5 of the University Undergraduate Regulations subject to the specified requirements below.

### **C.1 Structure of Award**

An Integrated Master's programme comprises 480 credits with 300-360 undergraduate credits integrated with 120-180 credits set at Master's (M) Level/Level 4. Where students exit with a Bachelor degree, any Master's Level/Level 4 credit gained will contribute to this award.

### **C.2 General Principles**

Except where otherwise specified in this Section, Levels 1, 2 and 3 are subject to the Undergraduate Regulations and to the assessment regulations for Bachelor degrees. Level M/Level 4 is subject to the Taught Postgraduate Regulations.

Where there is a specified higher threshold governing progression, students who do not achieve this will be given reassessment opportunities as set out in these Regulations. If after reassessment, a student is unable to progress to the Master's level of the programme s/he shall be permitted to take the route of an appropriate Bachelor award provided their marks profile is in accordance with the University's Undergraduate Regulations as set out in section 5.

Students may elect to take the route of an appropriate Bachelor award instead of the Master's award provided their mark profile is in accordance with the University's Undergraduate Regulations as set out in section 5.

### **C.3 Progression and Reassessment at Level 1**

The Level 1 requirements are identical to those for Bachelor degrees.

Students retaking failed modules at Level 1 will remain on the Integrated Master's Degree route for the retake year.

### **C.4 Progression and Reassessment at Level 2**

#### **4.1 Progression Requirements**

To progress to Level 3, a student shall have met the University's general Level 2 pass standard:

'overall mark of not less than 40% in each of the modules that constitute 90 credit points of study and an overall pass mark of not less than 35% in the module or modules that constitute the remaining 30 credit points of study'

and also have achieved a mean of all module marks of not less than 50%.

## **4.2 Resit Opportunities**

Students who have not achieved a mean of all module marks of at least 50% for all modules may be allowed one opportunity to be reassessed in modules with a mark below 50% up to a maximum of 60 credits.

Students who have not met the general Level 2 pass standard may be allowed one opportunity to be reassessed in modules with a mark below 50% up to a maximum of 60 credits.

Students who have a module mark below 40% in more than 90 credits and/or a module mark below 35% in more than 60 credits are not entitled to resit failed modules.

Resit module marks will be capped at either 40% or the original module mark, whichever is the higher. For the purposes of calculating whether a student, on reassessment, has achieved a mean of all module marks of at least 50% the merit mark of the module awarded on reassessment shall be used in making that calculation.

## **4.3 Retake Opportunities**

Students who are not entitled to take resits, or who, following resit assessment fail to meet the general Level 2 pass standard and/or achieve a mean of all module marks of at least 50% will be ineligible to progress to Level 3 of the Integrated Master's degree award.

Students who have reached the general Level 2 pass standard or the requirements for progression on an ordinary Bachelor degree route will be eligible for admission to the appropriate Bachelor award at Level 3.

Students who have failed to meet the general Level 2 pass standard will be eligible for admission to the appropriate Bachelor award at Level 2 to retake the failed modules.

Only one opportunity to retake a module will be allowed, whether on the original programme of study or following transfer to another programme.

## **C.5 Progression, Award and Reassessment at Level 3**

### **5.1 Progression requirements**

To progress to Integrated Master's Degree Level a student shall have met the University's general Level 3 pass standard:

'overall mark of not less than 40% in each of the modules that constitute 90 credit points of study and an overall pass mark of not less than 35% in the module or modules that constitute the remaining 30 credit points of study'

and also have achieved a mean of all module marks of not less than 50%.

### **5.2 Award of Bachelor Degree**

The award of Bachelor degree will be calculated in accordance with the University Undergraduate Regulations applicable at the time. The award will not be made, however, until the student exits the programme.

### **5.3 Resit Opportunities**

Students who have failed to meet the general Level 3 pass standard and/or achieve a mean of all module marks of at least 50% will be entitled to one opportunity to resit modules with a mark below 50% in a maximum of 60 credits.

Resit module marks will be capped at either 40% or the original module mark, whichever is the higher. For the purposes of calculating whether a student, on reassessment, has achieved a mean of all module marks of at least 50% the merit mark of the module awarded on reassessment shall be used in making that calculation.

Students who following resit assessment fail to meet the general Level 3 pass standard and/or achieve a mean of all module marks of at least 50% will be ineligible to continue on the Master's award.

Students who have reached the general Level 3 pass standard but not the requirement of a mean of all module marks of at least 50% will be awarded the appropriate Bachelor award determined in accordance with the University Undergraduate Regulations for Bachelor degrees.

Students who have failed to meet the general Level 3 pass standard will be awarded the appropriate qualification determined in accordance with the Undergraduate Regulations for Bachelor degrees. Exceptionally, a student who has taken less than 60 credits of resits may allowed by the Board of Examiners a second opportunity to resit failed modules, subject to the overall limit of 60 credits not being exceeded.

### **5.4 Retake Opportunities**

There is **no** opportunity to retake Level 3 modules.

## **C.6 Awards and Reassessment at Level M**

### **6.1 Award of Integrated Master's Degree**

A subject-specific classification and algorithm for the award is permitted which should be approved at validation of the programme or by Academic Board as a variation to the University's assessment regulations.

An Integrated Master's degree may be awarded by the programme's Board of Examiners on the basis of one of the following alternatives:

- i) the award has a postgraduate classification of Distinction, Merit or Pass as determined by a student who has achieved a mark of at least 50% in all modules studied at Level 4. In addition to reporting the final classification as described above, the transcript for a graduating Integrated Masters student shall also be issued showing the indicative classification attained at the end of Level 3. The standard formulae used in the University Regulations for Bachelor awards shall be used to generate the classification.
- ii) the award has an undergraduate Honours classification determined by calculating the weighted mean of all Level 3 and Level 4 module marks.

- iii) the award has an undergraduate Honours classification determined by calculating the relative weighting of Level 2, Level 3 and Level 4 module marks using the ratio: Level 2: 20%; Level 3: 40%; and Level 4: 40%. The weighted mean average marks of all modules at each level would be combined.

## **6.2 Reassessment Opportunities**

Students may resit up to 60 credits.

There is **no** opportunity to retake modules.

Students who have not met the pass standard after resit assessment will have failed the Integrated Master's Degree stage and will be awarded the Bachelor degree confirmed by the Board of Examiners on completion of Level 3 of the programme.

## **Section D – Regulations for Short Courses and Individual Modules**

These regulations are made under the University Regulations 2015/2016 and define the assessment regulations relating to short courses and individual modules offered by the University of Lincoln.

### **D.1 Assessment Regulations**

#### **1.1 General Pass Standard**

The pass mark for an individual module is 50%. The module mark shall be calculated by taking into account the individual assessed component marks according to the prescribed weighting of the assessments.

#### **1.2 Failure of modules**

Where a student fails a module, a Board of Examiners shall arrange for the student to receive academic counselling and guidance as to their best course of action in respect of reassessment. A student is entitled to be reassessed in a failed module irrespective of how many credits have been successfully achieved at that point.

Where a student has failed a module on reassessment, a Board of Examiners shall consider the progress the student is making in their programme of study. Where the Board of Examiners is satisfied that the student is making adequate progress, and taking into consideration the maximum duration of enrolment for the programme upon which the student is enrolled, then the student shall be allowed to retake the module that was failed on reassessment.

#### **1.3 Reassessment opportunities**

##### **1.3.1 Resit opportunities**

Where a student fails a module, they shall be entitled to one opportunity to be reassessed by taking a resit assessment before the beginning of the first semester of the following academic year in order to retrieve the failure.

The maximum module mark awarded on successful completion of a resit assessment is 50%.

##### **1.3.2 Retake opportunities**

Where, following resit assessment, a student is unable to satisfy the module requirements, the student shall, subject to availability of the module concerned, have the opportunity to retake the module.

Assessment of the retake module(s) shall occur at the next available opportunity in the following academic year. One opportunity only to retake a module shall be allowed. The marks recorded for assessments in a retake module shall be the marks awarded for the merits of assessed work and the module shall not be subject to a maximum mark as defined above.

Where, on reassessment a student fails a module they may elect to take a replacement module. This would be considered as a retake attempt at the new module.

Normal module fees shall apply to 'retake' modules.

#### **1.4 Termination of enrolment on academic grounds**

Where a student has exhausted all reassessment opportunities and fails to pass a module they will be deemed to have failed and their enrolment on the course/module will be terminated.

#### **1.5 Progression**

Postgraduate Credits, awarded either by the successful completion of individual modules or as part of a short course may be used for students wishing to apply for University of Lincoln postgraduate programmes and may, according to specific programme admissions requirements, be accredited as prior learning.

Applications to University postgraduate programmes will be through the normal admissions procedure for part-time or full-time students.

## Annex A - Credit Structure of University Awards

Award	Tariff/Credit (level)	Maximum APL/ APEL credit that may be awarded	Notional learning hours
Integrated Master's degree	120 (level 1) 120 (level 2) 120 (level 3) 120-180 (Masters level)	120 (level 1) 120 (level 2)	4800
Postgraduate Certificate	60 (Masters level)	30	600
Postgraduate Diploma	120 (Masters level)	60	1200
Masters	180 (Masters level)	120	1800
Master of Fine Art	240 (Masters level)	120	2400
Master of Architecture	240 (Masters level)	120	2400
Professional Doctorate	540 (M/D) between 120 and 270 credits of taught provision. No more than 180 credits at M level.	100 (not including Research methods)	5400

## Annex B - Mode and Duration of Study

<b>Award</b>	<b>Mode of study</b>	<b>Minimum length</b>	<b>Maximum length</b>
Integrated Master's degree	Full time	4 years	6 years
	Part time	6 years	10 years
Postgraduate Certificate	Full time	4 months	12 months
	Part time	8 months	16 months
Postgraduate Diploma	Full time	8 months	24 months
	Part time	16 months	32 months
Masters	Full time	12 months	36 months
	Part time	24 months	48 months
Master of Fine Art	Full time	16 months	48 months
	Part time	32 months	64 months
Master of Architecture	Full time	24 months	48 months
	Part time	36 months	60 months
Professional Doctorate	Full time	36 months	60 months
	Part time	48 months	72 months



## **Annex C – Interruption of Study**

### **Interruption of Studies During Term 1**

Those students that interrupt studies between weeks 1 and 15 may resume studies the following academic year with no additional cost.

### **Interruption of Studies During Term 2**

Those students that interrupt between weeks 16 and 30 may resume studies the following academic year with no additional cost provided they resume study in weeks 16 or later.

If a student resumes earlier than week 16, an additional charge, calculated at 25% of the full tuition fee rate for the academic year studies are resumed will also be payable to account for the repeat delivery of term 1.

### **Interruption of Studies During Term 3**

Those students that interrupt in weeks 31 and 32 may resume studies the following academic year with no additional cost provided they resume study in week 31 or later.

If a student resumes earlier than week 31, an additional charge will also be payable, for the academic year studies are resumed, to account for the repeat delivery of term 1 and/or 2 calculated as follows:

Resumption of studies between weeks 1 and 15: 50% of the full tuition fee rate for the academic year

Resumption of studies between weeks 16 and 30: 25% of the full tuition fee rate for the academic year

Students may not interrupt studies for the current academic year after week 32. Students unable to complete assessments due to unforeseen circumstances during the subsequent examination and re-sit examination periods should submit a claim to the University Extenuating Circumstances Panel.

Students wishing to complete current year studies but interrupt studies for the following academic year may do so at the end of the examination periods - week 51.

## **Annex D – Conduct of Candidates in Examinations**

1. Candidates will be admitted to an examination room not earlier than 10 minutes before the examination is due to commence.
2. Candidates shall sit at the numbered desks allocated to them in seating plans, and shall present their enrolment cards to invigilators as confirmation of their identity.
3. Candidates shall comply with all instructions from invigilators and any additional written instructions pertinent to their particular examination or award. Invigilators may require a candidate to leave the examination room if such a verbal instruction is not complied with.
4. No food or drink, other than a container of up to 500ml of water/soft drink and/or small snacks may be taken into the examination room, unless approved in advance following a Student Wellbeing Centre assessment.
5. Overcoats, cases and similar items (including mobile telephones, which must be switched off) must be left at the place set aside for that purpose. A candidate may take to the examination desk only the writing implements and other approved instruments, books and items necessary for the examination as specified by the examiners.
6. A candidate arriving late shall report to the invigilator.
7. A candidate will not normally be allowed to enter an examination room after the first 30 minutes of the examination have elapsed.
8. Candidates are responsible for checking that they have been issued with the correct examination paper.
9. A candidate who wishes to attract the attention of the invigilator should raise their hand.
10. A candidate who wishes to leave the examination room temporarily must be accompanied by an invigilator or by another member of staff.
11. A candidate may not leave the examination permanently during either the first 30 minutes or the last 30 minutes of an examination session, except in an emergency.
12. All Regulations dealing with academic offences, including plagiarism, shall apply.
13. Where a candidate is suspected of committing an academic offence they will be so informed by the invigilator in charge. The invigilator in charge shall endorse the candidate's answer book appropriately including reference to the time of the incident. The endorsed answer book will be withdrawn and a new book will be issued before the candidate is allowed to continue the examination. On conclusion of the examination the invigilator shall submit an incident report to the Registry. A list of all reported incidents will be forwarded to the relevant Colleges.

14. Candidates must not leave the examination room until all the examination papers have been collected by the invigilator and it is the candidate's responsibility to ensure that all of their papers are collected.
15. Failure to comply with these Regulations may be dealt with under the disciplinary or academic offences procedures.
16. Pregnant students may apply for special examination arrangements but this is not a requirement. A request to the Registry for special arrangements must be made in writing to provide evidence that the pregnancy will be at the time of the examination - a note from their midwife or practice nurse would be adequate. The dates and times of all examinations should be included in the written request. Any relevant medical advice relating to the student should also be made known at this point. The Registry shall make the necessary arrangements, providing an individual room if required and allowing an additional 10 minutes per hour for every hour of the examination.

## **Annex E – Extenuating Circumstances: Additional Information**

### **1. Responsibilities of Students**

- (a) It is the responsibility of the student to attend examinations, submit coursework for assessment as required and by the due date, and to provide the University Extenuating Circumstances Panel, in advance of its meeting, with relevant evidence where exceptional and unforeseen circumstances may have adversely affected their performance in assessments
- (b) If a student claims that their performance has been adversely affected by extenuating circumstances, and submits an application for these circumstances to be taken into account, it is their responsibility to ensure that the evidence of such extenuating circumstances is provided, documented and independently substantiated, at the earliest possible opportunity.
- (c) Students may download the Extenuating Circumstances pro-formas from the Portal or collect a copy from the Student Support Centre or their School Office. The form should be completed and signed, supporting evidence appended as appropriate, and submitted to their School Office.
- (d) If a student wishes to submit an application for extenuating circumstances, they are strongly advised to talk this through with an appropriate member of staff (e.g. academic tutor), in the first instance.
- (e) Individual students are responsible for ensuring that applications for Extenuating Circumstances to be taken into account are submitted prior to the meeting of the Board of Examiners where the relevant assessments would normally be considered.
- (f) Applications can be withdrawn by the student at any time up until the meeting of the University Extenuating Circumstances Panel.
- (g) If a student fails to attend examinations or to submit work for assessment by the due date, without good cause, the Board of Examiners has the authority to deem the student to have failed the assessments concerned. Late submission of work will be penalised.

### **2. Extenuating Circumstances which Adversely Affect Performance in Assessment**

The following are examples of circumstances which may be treated as adversely affecting a student's performance in assessment. This list is not exhaustive.

- (a) Illness affecting attendance at teaching or assessment.
- (b) Illness affecting preparation for or of an assessment.
- (c) Being the victim of a crime involving injury.
- (d) Circumstances of a serious personal or emotional nature.
- (e) Force majeure or other unpreventable event.

### **3. University Extenuating Circumstances Panel**

3.1 A student's claim for extenuating circumstances in assessment shall be considered by the University Extenuating Circumstances Panel having regard to the following:

- (a) The authenticity of evidence produced: is the evidence documented and verified by an independent and authoritative person not personally connected to the student e.g. a doctor, counsellor, police officer, etc?
- (b) The contemporaneity of the evidence: is the evidence up to date and relevant to the assessment claimed to have been affected.

#### **Disability or Long Term Illness**

3.2 Where the claim relates to a long term illness or disability that would be defined as a disability under the Equality Act (2010)<sup>1</sup>, and which may be more appropriately treated as requiring special support, the University Extenuating Circumstances Panel should establish whether the circumstances were known to the student and the University at the time of admission or enrolment.

- (a) Where a long term illness or disability was not present, or not known to the student, at the time of enrolment, the circumstances may be dealt with by the Extenuating Circumstances Panel for those assessments being undertaken during the current period of enrolment. Future assessments shall be dealt with in accordance with University practice for the support of students with a disability or long term illness and students should contact the Disability Service for further advice. Unless there is good reason for non disclosure of the circumstances at an earlier time the Extenuating Circumstances Panel shall not consider assessments undertaken in previous enrolment periods.
- (b) Where a long term illness or disability was present and known to the student at the time of enrolment, but the student did not disclose this to the University, these circumstances shall not normally, unless there was good reason for non disclosure, be considered as grounds for consideration by the Extenuating Circumstances Panel.
- (c) Where a long term illness or disability was present and made known to the University at the time of admission or enrolment a needs assessment identifying additional support requirements will be undertaken. The disability or long term illness shall not be considered as an Extenuating Circumstance where a needs assessment has been provided by the University's Disability Service.

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<sup>1</sup> In the Act, a person has a disability if, they have a physical or mental impairment; the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

For the purposes of the Act, these words have the following meanings: 'substantial' means more than minor or trivial 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)

#### **4. Boards of Examiners**

- 4.1 Where it is deemed that circumstances have occurred which could have adversely affected the student's performance, the University Extenuating Circumstances Panel shall forward these to the relevant Board of Examiners or, where appropriate, to the relevant Fitness to Practise Panel.

The Board of Examiners shall consider whether, on the basis of the assessment profile, it is reasonable to conclude that the circumstances have actually affected performance.

Cases referred to a Fitness to Practise Panel shall be considered in relation to the Fitness to Practise Regulations and recommendations forwarded to the Board of Examiners.

- 4.2 Normally no student shall be eligible for an award or progression until such time as the Board of Examiners has sufficient evidence to satisfy itself that the student has achieved the appropriate standard for the award or progression. Extenuating circumstances can never compensate for insufficient evidence, provided through assessment, of achievement of the standard for an award or progression.

#### **5. Outcomes**

- 5.1 Where a student's performance is found to have been adversely affected by circumstances, the Board of Examiners shall apply the following:

Undergraduate and taught Postgraduate students: at levels other than the final level:

- (a) The student shall either be allowed to take the assessment(s) concerned as if for the first time (or as if for the second time if the assessment affected by the extenuation is a reassessment) in a manner approved by the Board of Examiners; or
- (b) Where there is sufficient evidence on which to base its decision, the Board of Examiners may deem the student to have passed the assessment(s) concerned. In determining assessment marks to be awarded where a student's extenuation has adversely affected their performance the Board of Examiners shall assign such marks as reflect the ability of the student as evidenced by other assessments.

Undergraduate and taught Postgraduate students: at the final level of an award:

- (c) The student shall either be allowed to take the assessment(s) concerned as if for the first time, (or as if for the second time if the assessment affected by the extenuation is a reassessment) in a manner approved by the Board of Examiners; or
- (d) Where sufficient evidence is available the Board of Examiners may make an award and, where applicable, an appropriate honours classification. Such evidence may already be available, or may be obtained through any means the Board of Examiners considers appropriate. In determining assessment marks to be awarded where a student's performance has been adversely affected by extenuation the Board of Examiners shall assign such marks as reflect the ability

of the student as evidenced by other assessments. Where determining the award of an honours classification the Board of Examiners shall not award a class of degree higher than the overall level which the candidate has achieved in assessed work.

Boards of Examiners must clearly record the rationale for each decision and ensure that decisions are compatible with comparable precedents.

See also; University Regulations concerning Aegrotat awards.

## Annex F – Coursework: Additional Information

All coursework submitted for assessment should be, as far as possible, original. The following is offered as criteria for originality in coursework.

1. Coursework can be designated original only when its subject is presented (as far as possible) in a unique way i.e. a form that differs from that which is available in:
  - (a) published works;
  - (b) lecture/seminar handouts;
  - (c) the work of other students, past or present.
2. Originality does not preclude the proper use of published material, properly acknowledged. In most cases assignments would be seen as incomplete unless their content was:
  - (a) placed within the context of existing knowledge;
  - (b) related to the ideas and opinions contained in relevant published works;
  - (c) supported by illustrative examples.
3. In order to comply with the fundamental requirement that all coursework is original, students must ensure that:
  - (a) words, phrases and passages taken verbatim from a published work are placed in quotation marks and the source acknowledged (either within the text or using appropriate footnotes or other referencing); and that
  - (b) quotations take the form of brief extracts which focus on the point. (Only in exceptional circumstances should quotations exceed 100 words in length).

Where a student wishes to make lengthier use of a published work it is acceptable to summarise or to paraphrase the author's words, but the source of such summary or paraphrase must be properly acknowledged.

4. It is important that students recognise that unacknowledged collaborative work or the unacknowledged use of the work of others (plagiarism) is regarded by the Academic Board and Boards of Examiners as an academic offence and will be dealt with in accordance with the University Regulations. The following are examples of plagiarism:
  - (a) the inclusion of quotations from published works, the source of which is not properly acknowledged;
  - (b) the inclusion of passages which are closely based (in summary or paraphrase) on published material, the source of which is not properly acknowledged;
  - (c) the inclusion of material which is identical or virtually identical with that of another student, past or present, unless this method of presentation has been previously agreed with the member of staff concerned.