

Academic Regulations 2009-10 - Summary of major changes

The following summary sets down the main changes incorporated in the Academic Regulations 2009-10, approved by the University's Academic Board/Chair of the Academic Board to take effect from September 2009.

1 Student engagement and intention

This section of the paper details a number of changes designed to continue to improve student engagement but are also in response to recent clarification by HEFCE in respect of student intention and engagement with assessment.

1.1 Mode of Study and Module Withdrawal (applicable to all taught modules)

This sub-section details the changes related to a student's mode of study and module withdrawal.

Note - Extracted below are the relevant Regulations on undergraduate and postgraduate mode of study and module withdrawal. Please also refer to the relevant sections of the Research Degree Regulatory Framework (Section 5) for taught/preparatory modules and the Professional and Personal Development Regulatory Framework (Section 6).

Further refinement to the undergraduate and postgraduate mode of study has been incorporated to ensure that students have, at the outset of the academic year, approved programmes containing the requisite number of modules to satisfy the requirements for full-time status. **For 2009-10, once an approved programme of registered modules has been established there can be no reduction in the credit volume after week 2 of the first semester of the academic year concerned.**

A student properly registered for a module is expected to complete all assessment for the module and may only be withdrawn from a module if they have formal University approval to substitute it with another module **or** are recorded as intermitting or withdrawing from their programme. It should be noted that exceptionally via the procedure for mitigating circumstances a 'No Take' can be agreed for students who have not been attending a module for valid and evidenced cause.

Undergraduate:

Section 3.1 - Undergraduate Awards Framework and Regulations:

53. A full-time programme of study shall normally comprise 4 modules (60 credits) in a semester (8 modules (120 credits) in an academic year). Exceptionally, an authorised programme approver may approve a full-time programme that comprises 7 modules (105 credits) in an academic year or, a maximum of 10 modules (150 credits) (no more than 5 modules (75 credits) per semester); this will be established at the outset of the academic year and not retrospectively. Such arrangements exclude transferred credit. A part-time programme of study shall be one comprising no more than 6 modules (90 credits) in an academic year and no more than 3 modules (45 credits) in a semester.

54. Where a student is taking no more than 6 modules (90 credits) and is repeating one or more modules from a previous year or does not need to take more than 6 modules (90 credits) in an academic year to complete their level, they may be designated as part time repeating on a full time course. A student's mode of study will be formally designated by the University at the outset of a student's academic year and will be amended only if their authorised programme of study changes or where their programme is such that their mode of study changes from one semester to another.

Postgraduate

Section 4.1 Postgraduate Awards Framework and Regulations:

13. A full-time programme of study shall normally comprise 60 credits (normally 3 modules) denoting 600 learning hours in each semester and a dissertation module worth 60 credits denoting 600 learning hours (see Regulation 7 above for description of dissertation or equivalent) and is completed in 2 semesters and the summer studies period. A part-time programme of study shall normally be completed over a period of more than 2 semesters and the summer studies period. A student's mode of study will be formally designated by the University at the outset of a student's academic year and will be amended only if their authorised programme of study changes or where their programme is such that their mode changes from one semester to another.

Module Withdrawal (all taught courses)

Example below extracted from Section 3.1 - Undergraduate Awards Framework and Regulations:

A student wishing to withdraw from a module for which he or she is registered must submit a written request to the Academic Registrar no later than the end of the second week of the first semester of the academic year in which she/he is enrolled. Such requests must be agreed in writing by the Academic Registrar. Without such written agreement every module shall count towards the maximum permitted total of 24 registrations (see Regulation 51 above). Subject to the Academic Registrar's consent, the student shall be deemed not to have taken the module and their record will be updated accordingly. Where this results in the student no longer meeting the criteria for full time study, their mode of attendance will be formally amended to part-time by the University. A student who the University deems still to be studying on a full time basis will continue to pay the appropriate full time fee. A student who the University deems to be studying on a part time basis will receive a refund of the tuition fees paid for the module(s), as appropriate. Having withdrawn from a module, a student shall only be permitted to substitute it with an alternative module with the approval of the University. Such requests shall only be considered where there is no reduction in the total number of modules registered.

1.2 Progression

Progression is defined as a review of student performance that takes place at specific points (normally the end) of an academic year. The outcome is a progression decision which determines whether and at what level a student may re-enrol for the following year and identifies any requirements where a level has not been fully completed.

Undergraduate:

For 2009-10, progression and discontinuation (i.e termination of Student Status) has been integrated into the Academic Regulations. A Progression Matrix for Undergraduate degree courses now forms Section 10.7 of the Academic Regulations (appended in full to this summary paper).

Postgraduate:

Students on full time taught Masters programmes may be required to leave the course if they receive failing marks in 60 credits in a single academic year. This tightens the previous regulation which stated that students may be 'counselled to withdraw' from the programme.

1.3 Assessment and Reassessment (all taught modules)

The Academic Regulations remain unchanged in respect of continuing to promote student engagement by encouraging the submission of first coursework assessments (i) on time or (ii) within the ten working days late coursework period (which, if the mark for the late work is required to pass the module, the module will be capped).

However, the previous automatic entitlement to reassessment has been removed and for 2009-10, reassessment is now subject to a student:

- attempting the final component of assessment* in a module; or
- (where the final component of assessment in a module was not attempted), notifying the University of the reasons for their inability to attend/submit, in advance (i.e the date of the examination or the 10 working day late coursework deadline).

For students who have valid mitigating circumstances, a first sit will be carried forward in the normal way. Students whose mitigating circumstances have been rejected, but who have notified the University in advance of the submission/examination date, shall be offered a capped reassessment

In short:

A student shall not be eligible for reassessment in **either the final component or any other component(s)** in a module if they have not:

- attempted the final component of assessment in the module concerned; or,
- notified the University in advance that they unable to attempt the final component of assessment in the module.

** the final component of assessment is that as confirmed by the University following the Module Information Gathering Exercise. Note- consideration is currently being given as to how this information is made more readily available to staff and students.*

By way of further clarification, the modified regulations are set down in full below:

Example below extracted from Section 3.2 – Undergraduate assessment; the same regulations are included within the relevant sections for all other taught courses/modules:

13 It shall be the responsibility of students to familiarise themselves with the assessment regulations and with the examination and coursework submission timetables to ascertain when opportunities for assessment arise.

14 It shall be the responsibility of students to submit work for assessment by the specified deadlines and to attend examinations, normally at the earliest opportunity offered in respect of each category. Coursework should be submitted by the published deadline but a student may also submit a **first assessment** within 10 working days of the published deadline (i.e the late coursework deadline²) for a penalised mark. Where a first assessment is submitted by the late coursework deadline it shall be marked and recorded as a valid submission. Where a student does not have valid mitigating circumstances the module outcome is determined as follows:

14.1 Where the student has achieved sufficient marks for an overall pass in the module excluding the mark for any late work, a mark of zero will be recorded for the item of late work but the overall mark for the module will not be capped, but will instead be based solely on the work submitted by the deadline.

14.2 Where the student has not achieved sufficient marks to pass the module excluding the mark for late work but would pass with the inclusion of marks for late submissions the assessment shall be accepted and a capped mark for the module (normally 40%) recorded.

Note – for resit coursework, the late coursework deadline applies only to students who have valid mitigating circumstances (in such cases, coursework submitted within ten working days of the reassessment deadline shall be marked and credit awarded as if the work was submitted on time).

15 Where a student is unable to sit an examination or submit coursework at the first opportunity (including submission by the 10 working day late coursework deadline) they must notify the University in advance³ (or immediately after where circumstances are unforeseen) to request deferral of the

² NB -where the late coursework deadline falls within the University's Christmas and Easter vacation periods a single generic late coursework deadline shall be set and published by the University

³ The date of the examination or the 10 working day late coursework deadline

submission/examination via the approved University Procedure. Reassessment opportunities will only be granted where a student has either:

- failed the module, but made an attempt at the final component of assessment at the first opportunity;
- or
- received agreement from the University to defer the assessment to the reassessment period.

16 It shall be the responsibility of students who believe they have valid reasons for late submission of an item of assessed work, absence from an examination or for non-submission of an item of assessed work, to submit a claim for mitigating circumstances⁴ in accordance with the criteria and procedures for such claims (see Section 10.3).

----- **Reassessment and retaking**

27 A student who attempts the final component of assessment in a module shall normally be entitled to be reassessed on one occasion in any module for which a failing mark has been awarded, except where the outcome of a review of their academic progress (see Regulation 35 below) determines otherwise. A student shall not be entitled to be reassessed in any item of assessment for which a passing mark has been awarded. Reassessment for coursework, project or portfolio based assessments shall normally involve the reworking of the original task. For examinations, reassessment shall involve the completion of a new task. Where a reassessment instrument differs from the original assessment instrument, for example groupwork, the reassessment instrument should be clearly stated in the Module Booklet.

28 A student who does not attempt the final component of assessment in a module will only be permitted reassessment if they have notified the University (normally in advance of the date of submission/date of examination) of the reasons for their inability to attend/submit. Where the reasons given are documented and meet the criteria set out in Section 10.3 (Mitigating Circumstances) a student will be entitled to be assessed during the summer period as if for the first time and will be entitled to the full range of marks for the module. Where a request for a deferral of assessment is made but the claim does not satisfy the criteria in Section 10.3, the Academic Registrar may at his/her discretion agree a reassessment opportunity but any passing mark/grade will be capped at a bare pass (see Regulation 31 below).

Section 10.3 - Procedures for the submission of Mitigating Circumstances

Rejected Mitigating Circumstances Claims

First Assessments:

A mark of zero shall be awarded for the component(s) in question. Where the request was made in advance (i.e., date of the examination or the 10 working day late coursework deadline) of the submission/examination, the student shall be given the opportunity to undertake a reassessment at the next assessment point in the component(s), where if successful the module will be capped at a bare pass.

2. Other amendments for 2009-10

2.1 Capping following reassessment – pass all components modules

The introduction of capped reassessments has generated an anomaly in respect of modules that have components that must be passed. If these are failed at the first attempt a student may have a reassessment opportunity and a failed mark in excess of 40% (50% for PG modules). Under 2008-09 Academic Regulations, a student who then passed through reassessment had their mark for the module reduced to the bare pass as a result of capping.

⁴ A student may have a mitigating circumstances/academic performance claim accepted on two occasions only for a particular item of assessed work.

To clarify this position the following regulation has been included to readdress the anomalous position detailed above:

A student who, for a first assessment, has received a mark in excess of the pass mark (40% for Undergraduate 50% for Postgraduate), but has failed the module overall (having failed a required component as set down in the Module Specification) shall be required to undertake reassessment in the component concerned. If the student then passes the required component(s) through reassessment they shall be awarded credit for the module with the mark remaining unchanged from that calculated at the first assessment point (i.e., the aggregation of component marks for the initial assessment).

| Example | | | |
|--|---------------------|------------|---------------------------------------|
| Capping following reassessment (Academic Regulations 2008/09) | | | |
| Initial Attempt | Component 1 | 34% | (30% weighting) |
| | Component 2 | 65% | (70% weighting) |
| | Overall Mark | 56% | (with reassessment in component 1) |
| After reassessment taken and passed | | | |
| | Component 1 | 49% | (30% weighting) |
| | Component 2 | 65% | (70% weighting) |
| | Overall Mark | 40% | (capped @ 40% following reassessment) |
| Capping following reassessment (Academic Regulations 2009/10) | | | |
| Initial Attempt | Component 1 | 34% | (30% weighting) |
| | Component 2 | 65% | (70% weighting) |
| | Overall Mark | 56% | (with reassessment in component 1) |
| After reassessment taken and passed | | | |
| | Component 1 | 49% | (30% weighting) |
| | Component 2 | 65% | (70% weighting) |
| | Overall Mark | 56% | (capped @ 56% following reassessment) |

2.2 Section 8.1- Regulations on Assessment and Assessment Board

The requirement for marks to be confirmed via a sub-committee of the relevant Subject Standards Boars has been replaced by means of the authority of the Chair or Vice-Chair, provided that due marking process and external sampling has occurred.

The full Regulations is as follows:

Regulation 8.1:

57 Marks may be confirmed for publication through the authority of the Chair or Vice-Chair of the relevant Subject Standards Board, provided internal second marking has been carried out in accordance with these regulations and provided (for Intermediate, Honours and Masters level modules) that External Examiners have reviewed a sample of student work and commented on the appropriateness of marking standards.

2.3 Interruption and Intermission

Interruption of studies:

Section 9.1, Regulations 28-31 details the process by which a student can interrupt their studies after the completion of an academic year for the following year (for example during the summer vacation period). Interruption of studies must be agreed by the University prior to a student enrolling for the next academic year/session.

Intermission of studies:

Section 9.1, Regulations 22-38 details the process by which student can request an intermission of their studies once they have enrolled. In normal circumstances a student who registers a programme of modules is required to attend all modules and to submit all items of assessment.

Intermission of studies caters only for those exceptional circumstances, which **severely impact** upon a student's ability to complete their registered programme and which could not have been reasonably been foreseen. Requests are subject to formal University approval and the range of outcomes are extracted below:

Section 9.1:

34 Each application for intermission will be assessed and the student shall be informed of one of the following outcomes:

Note - Students should continue to attend while a decision on their request is pending.

34.1 Intermission of studies has been approved. The student shall be informed of the duration of the approved intermission, as determined by the University.

34.2 Intermission of studies has not been approved, but the student's studies/return to studies will be managed and the University may agree appropriate variations.

For 34.1 and 34.2 above - outcomes will relate to the severity of a student's individual circumstances and the timing of the request.

34.3 Intermission of studies has been rejected. The student is expected to continue in attendance and to submit all items of assessment on their registered programme.

2.4 Termination of Student Status

Representations against termination of student status (formerly in Section 9.1) have been integrated into the Appeal Procedure (Section 10.4 - Procedures for Appeal (against decisions of Assessment Boards/Termination of Student Status)). The Appeal Procedure has been sub-divided into two categories:

- (i) appeals against decisions of assessment boards (as currently prescribed) and,
- (ii) appeals against termination of student status.

3. Integrated Masters – new section

The new Integrated Masters Regulatory Framework forms Section 3.3 of the Undergraduate Regulatory Framework.

4. Annual housekeeping

For 2009-10, the following sections have been updated:

- Section 1.2 – Regulatory definitions – *a number of terms have been added*;
- Section 2.2 – Generic principles for admissions and the University's minimum entry requirements - *a number of minor updates and clarifications*;
- Section 9.1 - Regulations concerning enrolment, renewal and termination of enrolment and payment of fees –*further clarification added around enrolment and enrolment dates*;
- Section 5.3 – Research Degree Regulations – *a number of minor updates in light of the Review of the Research Degree Programme*;
- Section 5.3 - Regulatory framework for Professional Doctorate programmes – *minor changes to in light of the Review of the Research Degree Programme*.
- Section 10.2 - Procedures covering the conduct of examinations - *a number of minor updates and clarifications*.

The Academic Regulations 2009-10 in full and this summary are available to download online at: www.londonmet.ac.uk/academic-regulations

Academic Registry
October 2009

10.7 Progression Matrix

1. Certificate Level

The decisions below apply to students who enrol on undergraduate degree courses at Certificate Level as Full Time or Part-Time Repeating in both Autumn and Spring Semesters. Students enrolling for one semester only will have different arrangements. A student who enrolls Full-Time at Certificate Level and who does not complete the level will have one further opportunity to complete the level. Home/EU students may enrol as with Mode of Attendance – Part Time Repeating on a Full-Time Programme; International student must enrol on a full-time programme. Failure to progress at the end of a repeated level will normally lead to the student's status being terminated (Fail Discontinue).

| Level | MOA | Credits Achieved | Progress | Notes on Reenrolment etc |
|-------|--------------------|---|----------|---|
| CERT | FT | At least 90 credits passed and at least 120 credits completed. All required modules passed. | PP | Able to reenrol at Intermediate Level subject to having approved FT programme |
| CERT | FT | One further module to complete level (e.g. 75 passed, 120 completed) | PC1 | Able to reenrol at Intermediate Level subject to having approved FT programme; 9 th module to be registered alongside I level. |
| CERT | FT | Cannot progress as PC1 but at least 60 credits passed; can complete Certificate Level in one further semester | RL1 | Must reenrol at Certificate Level under Academic Probation; can register I level modules in spring semester but Autumn Semester is wholly at Certificate Level. |
| CERT | FT | Cannot progress as PC1 but at least 60 credits passed; two further semesters to complete level | RL2 | Must reenrol at Certificate Level under Academic Probation; cannot commence Intermediate Level until the following year |
| CERT | FT | < 60 credits passed | FD | Student's status shall be terminated (Fail Discontinue) unless evidence through mitigating circumstances procedures that deferred assessment should be available. |
| CERT | PTR (repeat level) | At least 90 passed and at least 120 completed. All required modules passed. | PP | Able to reenrol as a Full-Time student at Intermediate Level subject to having approved FT programme |
| CERT | PTR (repeat level) | One further module to complete level (e.g. 75 passed, 120 completed) | PC1 | Able to reenrol subject to having approved FT programme; one module at level C to be registered alongside seven at Intermediate level. |
| CERT | PTR (repeat level) | Cannot progress as PC1 | FD | Student's status shall be terminated (Fail Discontinue) unless evidence through mitigating circumstances procedures that deferred assessment should be available |

2. Intermediate Level

The Decisions below apply to students who enrol on undergraduate degree courses at Intermediate Level as Full Time or Part-Time Repeating in both Autumn and Spring Semesters. Students enrolling for one semester only will have different arrangements. A student who enrolls Full-Time at Intermediate Level and who does not complete the level will have one further opportunity to complete the level. Home/EU students may enrol as with Mode of Attendance – Part Time Repeating on a Full-Time Programme if they have not previously used their entitlement to repeat funding; International student must enrol on a full-time programme. Failure to progress at the end of a repeated level will normally lead to the student's status being terminated (Fail Discontinue).

| Level | MOA | Credits Achieved | Progress | Notes on Reenrolment etc |
|-------|--------------------|---|----------|---|
| INT | FT | At least 105 credits passed and at least 120 credits completed. All required modules passed and Certificate Level satisfactorily completed. | PP | Able to reenrol at Honours Level subject to having approved FT programme |
| INT | FT | One further module to complete level (e.g. 90 passed, 105 completed) | PC1 | Able to reenrol at Honours Level subject to having approved FT programme; 9 th module to be registered alongside H level. |
| INT | FT | Cannot progress as PC1 but at least 45 credits passed; can complete Intermediate Level in one further semester | RL1 | Must reenrol at Intermediate Level under Academic Probation; can register H level modules in spring semester but Autumn Semester is at lower level. |
| INT | FT | Cannot progress as PC1 but at least 45 credits passed; two further semesters to complete level | RL2 | Must reenrol at Intermediate Level under Academic Probation; cannot commence Honours Level until the following year |
| INT | FT | < 45 credits passed | FD | Student's status shall be terminated (Fail Discontinue) unless mitigating circumstances procedures show that deferred assessment should be available. |
| INT | PTR (repeat level) | At least 105 credits passed and at least 120 credits completed. All required modules passed and Certificate Level satisfactorily completed. | PP | Able to reenrol as a Full Time student at Honours Level subject to having approved FT programme |
| INT | PTR (repeat level) | One further module to complete level (e.g. 90 passed, 105 completed) | PC1 | Able to reenrol subject to having approved FT programme; 1 module at level I to be registered alongside 7 at Honours level. |
| INT | PTR (repeat level) | Cannot progress as PC1 | FD | Student's status shall be terminated (Fail Discontinue) unless mitigating circumstances procedures show that deferred assessment should be available. |

3. Intermediate to Honours Level

Students who are progressed from Intermediate to Honours Level are permitted to reenrol until they are no longer able to achieve their award; discontinuation will take place where a student:

- Exceeds the maximum period of registration (8 years for an undergraduate honours degree);
- Registers 24 modules at I and H levels without completing the award
- Fails a required core module on two occasions and would need to retake again in order to complete the requirements for the award.

In addition, the Awards Board may receive requests to discontinue students who are making unsatisfactory academic progress under Section 8.1, Regulation 12.