

Academic Regulations 2010-11 – Summary of changes

The following summary sets down the changes incorporated in the Academic Regulations 2010-11, approved by the University's Academic Board/Chair of the Academic Board to take effect from September 2010. For 2010-11, the Academic Board resolved that amendments in respect of taught provision would be limited to minor clarifications, as it was acknowledged that significant changes over the last few years required sufficient time to embed, for both staff and students.

SECTION 1 – OVERARCHING CHANGES

1.1 University nomenclature

The Academic Regulations 2010-11 have been updated to reflect agreed University structures / nomenclature relating to Deans and Faculties and also to the 'Research and Graduate School' (formerly the Graduate School).

1.2 Framework for Higher Education:

The FHEQ framework levels for all relevant awards have been included within each corresponding section of the awards framework. In brief, Certificate Level = Level 4; Intermediate Level = Level 5; Honours Level = Level 6; Masters Level = Level 7; Doctoral Level = Level 8.

Note - within the FHEQ framework, Bachelor's degrees fall within Level 6 and therefore unclassified Bachelor awards (previously located within Intermediate level awards) have been relocated within the Honours level awards section of the Undergraduate Awards Framework.

1.3 Office of the Independent Adjudicator (OIA)

The general statement the University is required to include within its Academic Regulations after a student has exhausted internal procedures has been revised in light of recent guidance issued by the OIA.

SECTION 2 CHANGES IN RESPECT OF TAUGHT PROVISION

2.1 Regulatory definition - 'completed module'

The definition of module completion within the Academic Regulations was changed for 2008-9 to incentivise students to engage in reassessment when they had not previously attempted the module. However the withdrawal of the automatic right to reassessment in 2009-10 for students who do not attempt at the first opportunity means that a student does not have the reassessment opportunity that the 2008-9 change sought to incentivise. As such, the Academic Regulations 2010-11 revert to the pre 2008 position whereby academic completion of a module required a mark of at least 25%, as the two conflicting requirements impact upon academic progression without ensuring the beneficial effect on funding completion.

The definition of 'completed module' for 2010-11 is as follows:

'completed module' an undergraduate module is deemed to be completed where the student has passed the module on aggregate or has obtained a mark of at least 25%.

2.2 Regulatory definition - 'pre-requisite module' (Section 1.3)

An amendment to the 2009-10 definition of 'pre-requisite module' has been made to resolve the potentially anomalous position between the Academic Regulations and the requirements of the undergraduate scheme. The 2009-10 regulatory definition stated that a pre-requisite module needs to be passed. However, for undergraduate courses this position cannot be sustained where this occurs within a level of study. This could lead to problems with progression decisions being at odds with this regulation. A revision has been agreed to allow academic judgement, in such circumstances, particularly at undergraduate level, in respect of student progression (such judgements are intrinsically non-standard and therefore rest with Personal Academic Advisers) whilst at the same time enabling the currently prescribed definition to be applied in respect of those pre-requisite modules such as research methods for many postgraduate courses, where passing the module is a pre-condition to embarking upon the dissertation.

The addition is highlighted in **bold**:

'prerequisite module' means a module specified for prior study **normally** to be passed before other specified modules **are taken**

2.3 Consultation with students and external examiners (Section 2.1 Regulation 49)

The regulation in respect of consultation with students and external examiners has been revised to ensure that the University's requirement to consult students is explicit and unambiguous. The amended Regulation is as follows:

New or revised Academic Regulations, changes to scheme architecture and course specific regulations shall normally apply to new entrants to the University.
Where this is not so, there is a requirement to consult:

- representatives of students elected to the Academic Board and its sub-committees, in respect of changes to the Academic Regulations or scheme architecture. In the event that no representatives of students have been elected to the Academic Board and its sub-committees, the Academic Registrar shall seek the advice of the Chair of the Academic Board to determine an appropriate mechanism to consult students;
- Awards Examiners, in the case of assessment and conferment regulations;
- students currently enrolled on the course, in respect of changes to course specific regulations in the course specification.

Following consultation with the Director of Academic Development and Review/Director of the Research and Graduate School, the Academic Registrar shall advise on the course of action to be taken dependent on the extent of change proposed and the results of the consultation, as it relates to the contract between the University and the student and the University's wider interests.

2.4 Module Registrations (Awards Framework and Regulations – Sections 3.1, 4.1 and 6)

A further regulation has been included to explicitly regulate the scenario where a student has fulfilled the requirements for their intended award and then attempts to register further modules to, for example, improve their degree classification. The regulation, as detailed below, has been included as an addition within the relevant sections regarding module registrations:

Once a student has met the requirements for their intended award they shall not be eligible to register for any additional modules. A student may only decline an award to enable them to undertake any outstanding eligible first assessments/reassessments.

2.5 '10 working day' late coursework deadline (contained within Regulations for assessment for all taught modules)

The assessment regulations in relation to taught modules specify that '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 deadline) for a penalised mark.' For 2010-11 this has been simplified to 'two weeks', which it is hoped will be clearer to students. An example is set down below (amendments are highlighted in **bold**):

Coursework should be submitted by the published deadline but a student may also submit a first assessment up to **two weeks** after this date (i.e. the late coursework deadline*) for a penalised mark.

****Where a late coursework deadline falls on a Bank Holiday the deadline will be extended by one day.** For late coursework deadlines which fall within the University's Christmas and Easter vacation periods the University will publish a generic deadline for late submission.*

2.6 Deferral of Assessment (contained within Regulations for assessment for all taught modules)

In light of recent clarification from HEFCE, the requirement that a student **must** notify the University in advance of the examination date/late coursework deadline to defer a first assessment has been amended to **should** notify the University in advance; the full Regulations is as follows:

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

2.7 Professional and Personal Development Awards (Section 6.1)

The regulation regarding the delivery of professional and personal development courses has been amended as these courses are often not delivered in a semester format. The revised regulation is as follows:

The nature of delivery of courses within this framework shall be determined via the University's systems and arrangements in place for managing the quality and standards of taught provision.

2.8 Awards Board (Section 8.1)

A clarification has been included in light of a recent OIA case to explicitly regulate that the Awards Board may exercise its academic judgement to confer an award in cases where a student has outstanding reassessment opportunities but where there is no evidence to suggest that there is any possibility of the student improving the classification of their award. This new regulation is included within Regulation 52, Section 8.1, page 170).

In respect of the Awards Board Terms of Reference, there has been amendment to two of the terms to more explicitly capture the role of the University Awards Board.

³ The date of the examination or the two week late coursework deadline

2.9 Refunds/Waivers for student who have formally withdrawn from the University (Section 9.1 Enrolment and Payment of Fees)

The approach to refunds/waivers has been revised so that students who have formally informed the University in writing of their withdrawal shall be considered for a refund/fee waiver which will be based upon the number of weeks the student has attended the University. An operational tariff will be developed and published to aid clarity and transparency.

2.10 Intermission of Studies (Section 9.1 Regulations 32-38)

The Intermission of Studies process has been renamed 'Exceptional Changes to a Programme of Study (including intermission of studies)'.

The Intermission of Studies process was revised in 2009-10 to include a wider range of options to support those students whose circumstances are such they are not able to complete their registered programme. The options include the ability to agree appropriate variations to a student's studies which could include reducing the number of modules for which a student is registered. Also in 2009-10, the window for a student to withdraw from a module was reduced from Week 6 to Week 2 (of the first semester of the academic year in which they are enrolled). Students are able to substitute modules but have no scope to reduce the total number of modules registered. The formal and regulated process to consider a reduction within the module load is an option within the Intermission of Studies procedure. It is hoped that renaming the Intermission of Studies to 'Exceptional Changes to a Programme of Study (including intermission of studies)' will provide greater clarity for students who for valid cause, wish to reduce their module load.

2.11 Preparatory to Certificate progression in the progression matrix (Section 10.7)

The Progression matrix has been extended to cover preparatory to certificate level progression. The new section is set down below:

1. Preparatory Level

The decisions below apply to students who enrol on undergraduate degree courses at Preparatory 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 Preparatory Level and who does not complete the level will have one further opportunity to complete the level. Home/EU students may enrol 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 |
|-------|-----|--|----------|---|
| PREP | FT | At least 90 credits passed and at least 120 credits completed. All required modules passed. | PP | Able to reenrol at Certificate Level subject to having approved FT programme |
| PREP | FT | Cannot progress as PP but at least 60 credits passed; can complete Preparatory Level in one further semester | RL1 | Must reenrol at Preparatory Level under Academic Probation; can register Certificate level modules in spring semester but Autumn Semester is wholly at Preparatory Level. |
| PREP | FT | Cannot progress as PP but at least 60 credits passed; two further semesters to complete level | RL2 | Must reenrol at Preparatory Level under Academic Probation; cannot commence Certificate Level until the following year |
| PREP | 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. |
| PREP | 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 Certificate Level subject to having approved FT programme |
| PREP | PTR (repeat level) | Cannot progress as PP | FD | Student's status shall be terminated (Fail Discontinue) unless evidence through mitigating circumstances procedures that deferred assessment should be available |

SECTION 3 REVISIONS TO RESEARCH DEGREE REGULATIONS (EXAMINATION)

The changes to the Research Degree Regulations aim to harmonize the Regulations across the range of research degrees and clarify the Regulations where it has been found that the Regulations offer insufficient guidance to ensure fair and consistent application.

3.1 Time limits - (changes are highlighted in bold)

Section 5.2 - Research Degree regulations for MPhil, PhD, PhD(Eur), PhD by Prior Output, DLitt, DSc

Regulation 84.3:

- 84.3 the student be permitted to resubmit for the degree and be re-examined, with or without an oral examination; **this should normally be done within the period of one calendar year from the date of the latest part of the first examination** (see also Regulations 90-97);

Regulation 96.2

- 96.2 the student be awarded the degree subject to minor amendments being made to the thesis; **these should normally be submitted within 3 months;**

Regulation 149

- 149.2 that the student be awarded the degree of PhD subject to minor corrections or amendments to the covering document; **these should normally be submitted within 6 months;** or

Section 5.3 - Professional Doctorate Regulations

Regulation 79

- 79.3 the student be permitted to resubmit for the degree and be re-examined, with or without an oral or alternative examination; **this should normally be done within the period of one calendar year from the date of the latest part of the first examination;** or

Regulation 91

- 91.2 the student be awarded the degree subject to minor amendments being made to the thesis; **these should normally be submitted within 3 months;**

3.2 First Supervisor

Reference to the “First” Supervisor has been revised to “Lead” Supervisor. This revision aims to alleviate any confusion between “First” Supervisor who provides lead supervision which currently could be read as either the Director of Studies or another member of the Supervisory Team.

The Academic Regulations 2010-11 in full and this summary are available to download online at: www.londonmet.ac.uk/academic-regulations

Academic Registry
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