

GENERAL REGULATIONS FOR FIRST DEGREES

1. General

- 1.1 The first degree of the University (BA, BSc, BSc (Econ), LLB) may be conferred with or without Honours. Honours degrees are classified First Class, Second Class (Upper Division), Second Class (Lower Division), Third Class.
- 1.2 The first degree of the University may be conferred by the authority of the Senate upon such candidates as are reported to the Senate as having:
 - a) satisfied the provisions of the Regulations of the University; and
 - b) completed a programme of studies consisting of a prescribed number and range of courses as set out in the Special Regulations and Curriculum of the degree programme for which they are registered; and
 - c) satisfied their Board of Examiners that they have attained the requisite standard in the prescribed assessments for the courses on their programme of study.
- 1.3 All courses are aligned with the national Framework for Higher Education Qualifications (FHEQ).

2. Attendance

- 2.1 The requisite period of attendance in the University to qualify for a degree shall be laid down in the relevant curriculum, but shall not normally be less than eight terms. The terms of attendance shall normally be consecutive except where the special regulations for the degree make other provision.

3. Minimum Unit and Credit Requirements

- 3.1 In order to be eligible for the award of a degree a student must have:
 - a) taken and completed assessment for courses with a minimum total value of 360 units, as prescribed by the curricula and special regulations for his/her individual degree programme, of which 270 units taken after the Preliminary Stage will be classifiable;
 - b) attained a minimum of 300 credits overall, subject to the additional requirements of any special regulations; and
 - c) after successful completion of the Preliminary Stage, taken and completed assessment for Level 5 and 6 courses with a minimum value of 225 units, of which at least 105 units must be at Level 6
- 3.2 A student who has satisfied the course requirements and has satisfied the examiners in a course will be awarded a number of credits equal to the unit value assigned to the course (e.g. a student will be awarded 15 credits for passing a course with a value of 15 units).
- 3.3 Additional requirements for the award of a degree may be contained in the special regulations for the degree programme concerned.

4. Exemption/Credit Transfer

- 4.1 Students may be admitted directly onto a programme after the Preliminary Stage by demonstrating that they have already achieved the equivalent number and level of credits.
- 4.2 Exemptions or credit transfers may be considered in the following circumstances, but all exemptions or credit transfers must be agreed prior to a student's enrolment on a programme of study:
 - a) a student transferring from another institution who wishes to transfer credits for individual courses, or gain exemption from stages of a programme;
 - b) a student permitted to restart at either the Preliminary or later stages;

Where like for like credit at the appropriate level cannot be identified and/or a special programme of study is required the proposal must be submitted by the Head of Department to the Chairman of ULTC who will make a decision in accordance with the authority vested in him by Senate.

- 4.3 Students transferring degree programmes within the University may be given credit provided that their previous experience is relevant and the overall programme has been approved by the Chairman of ULTC. Where like for like credit cannot be identified and/or a special programme of

study is required the proposal must be submitted by the Head to the Chairman of ULTC who will make a decision in accordance with the authority vested in him by Senate.

4.4 Where a student transferring degree programmes within the University wishes to transfer credit by way of substitution for courses in circumstances other than those outlined above, such substitution may be made for free choice courses only with a maximum value of 30 units, subject to the approval of the Head of Department.

4.5 All adapted programmes must be approved by the Chairman of ULTC.

5. Language/Free Choice

5.1 Where the curriculum for the degree programme permits, a student may take a language or a free choice course on condition that it is at the appropriate FHEQ level for the student's degree programme. Language and free choice courses are to be chosen from the list of courses available (see Free Choice Section) but choices are subject to:

- a) any exclusions imposed by the student's own degree programme;
- b) any restrictions imposed by the timetable;
- c) the satisfaction of any pre-requisite stipulated for individual courses. Where necessary, the consent of the Head of Department offering the course is to be obtained;
- d) any limitation on class size.

5.2 Where a student has failed a free choice or language course, another such course may be substituted for the purpose of credit, subject to the approval of the student's Head of Department and subject to the course having been studied at the appropriate FHEQ level. Where substitution is permitted following a late withdrawal or recorded fail, the mark for which the student is eligible is restricted to a bare pass.

6. Choice of Courses

Registration for all Courses

6.1 It is each student's responsibility to ensure that he has notified the administrator for his degree programme of his choice of courses. Failure to do so may result in a student not being able to satisfy the special regulations for his degree programme.

6.2 Where a degree programme requires choices to be made in respect of optional, language or free choice courses, a student must submit his choices no later than the first term of the previous two-term block, or at such date as specified by the Head of Department.

6.3 Advice on choice of courses should be sought within each student's own degree programme. The mechanism for providing such advice is determined by the Head of Department.

6.4 Choice of courses offered outside the student's own degree programme must be registered with the degree programme offering the course.

7. Dissertations

7.1 At the discretion of the Head of Department, and subject to his/her report to the Registry Manager, a student may be permitted to offer a dissertation **either** in lieu of a course, **or** in lieu of an examination to a maximum of **30 Units**.

[NOTE: This option may not be available in all Programmes. Where the curriculum for a programme of study already includes the possibility of undertaking a project, the decision as to whether a student should be permitted to offer a dissertation as well as a project remains within the discretion of the Head of Department. This option is not available in lieu of some courses which are required for external validation or accreditation of the degree programme.]

7.2 The decision to offer a dissertation in lieu of either a course must be made before the commencement of the course for which the substitution is to be made.

7.3 In accordance with the General Regulations for Students of the University, a student may only revert to studying the course or sitting the examination within the first two weeks of the term in which the substituted course commences. Thereafter failure to complete the dissertation will be treated as a fail.

- 7.4 The completed dissertation shall be submitted for examination by 12:00 on the Friday of the 9th week of the term in which the examination for the substituted course or substituted examination would have taken place. A candidate who fails to meet this deadline will be deemed to have failed at that diet of examinations and will be treated in all respects as a re-sit candidate. In consequence, only one further opportunity to submit the dissertation will be allowed and the candidate will be eligible for a bare pass mark only. The deadline for resubmission will be 12:00 on the Friday of the 9th week of the term of the next diet of examinations.
- 7.5 A candidate may, at the discretion of the examiners, be required to attend a *viva voce* examination or such other test as may be considered appropriate. Wherever possible the viva should be held before the end of the examination period, but this cannot be guaranteed.

8. Course Work

The amount of coursework required may vary between courses. Where course work forms an element of formal assessment for the degree programme, the requirements for course work shall be set out in the course materials provided to the students and submission of the course work must be within the deadline specified by the course tutor. Extensions to the deadline for submission will not normally be given. A student wishing to defer the submission of an assessed course work element must obtain the approval of the Dean or such person to whom the Dean may delegate responsibility. Such an extension may be granted only in exceptional circumstances.

9. Academic Progress

- 9.1 A student who satisfies the examiners in the assessments for all the courses specified by the degree programme regulations, will be permitted to proceed to the next stage of study.
- 9.2 Where a student does not satisfy the examiners in all the courses specified by the degree programme regulations, the Board of Examiners may:
- terminate the student's studies; or
 - give the student the opportunity to be re-examined in the courses failed at the next available opportunity and to proceed with his studies if the student satisfies the examiners upon re-examination; or
 - permit the student to proceed carrying those failures (where appropriate with the opportunity or requirement to re-sit at the next available opportunity).
- 9.3 A student may not proceed carrying failures in courses with a total value of more than 90 units whether the student has the opportunity to re-sit the examination in those courses or not.
- 9.4 Where special regulations for a degree programme so provide, a student may be required to pass a specified course or courses as a condition of progression to the next stage of the degree programme.
- 9.5 A student who has not been permitted to proceed but has been given the opportunity to be re-examined at the next available opportunity is not normally required to register for tuition as a student of the University in the period prior to re-examination, but may submit for re-examination as an external candidate. A student wishing to receive further tuition should obtain the approval of the Head of the Department concerned to register as an Associate Student in accordance with the General Regulations for Students of the University. The Board of Examiners may make it a condition of re-examination that the student is required to register for tuition.

Attendance at Classes

- 9.6 Students are required to attend punctually and regularly the courses, lectures, laboratory work and tutorial periods prescribed by the special regulations together with such other lectures or classes as may be directed, and be examined in them. If the Head of the Department managing a course (having consulted the Head of Department for the programme of studies of the student concerned) certifies that there has been a breach of this regulation then the student shall not be admitted to the examination for that course in the diet originally scheduled. The Head of Department responsible for the student's programme of study may also recommend to the Chairman of the appropriate Board of Examiners that the student's membership of the University be terminated.
- 9.7 Wherever possible, permission for absence should be sought in advance. Where permission for absence is not sought in advance, the absence must be reported at the earliest possible opportunity and a submission must be made to the Head of Department together with appropriate

evidence, as to why Regulation 9.6 should not be applied. In the case of illness causing an absence of five days or more, a medical certificate will be required. (For ill-health and examinations, see under Examinations below).

- 9.8 Where at any time (but no earlier than the end of the student's first term), a student's Head of Department is satisfied on the basis of all relevant information, including tutorial reports, that the student has made so little progress that the student is incapable of obtaining a degree, the Head of Department may terminate the student's studies or may require the student to sit and pass a test at the next available opportunity. The Head of Department shall notify the student in writing of the intention to make such a decision and of the reasons for this. The student shall have seven days following this notification to make representations in writing to the Head of Department. At the end of this period the Head of Department shall give formal notification to the student of the action being taken.

In the event of a student's studies being terminated by the Head of Department, or as a result of failure in the test, the student may appeal in writing, within seven days of formal notification of termination of studies, to the appropriate Dean. The Dean will consult with the Head of Department and submit a report to a second Dean. The second Dean will make a recommendation to the Vice-Chancellor in accordance with the delegated authority vested in him by Senate.

Satisfaction of Course Requirements

- 9.9 A student will be considered not to have satisfied the course requirements for any course where that student has:

- a) failed to register for the course; or
- b) withdrawn from the course (whether before or after the end of the period permitted for adding and dropping courses); or
- c) been excluded from the examination under Regulation 9.6; or
- d) been absent from the examination without proper explanation or without having obtained the prior permission of the Chairman of the Board of Examiners; or
- e) been deemed by the examiners to have made no serious attempt in the examinations or in the prescribed coursework.

- 9.10 Subject to the provisions of Regulation 10, where a student has not satisfied the course requirements for any course specified by the curriculum for the degree programme which that student is following, that student:

- a) will have **only one further opportunity** to satisfy the course requirements for the course concerned (or for a course which the student is permitted to substitute under Regulation 5.2). A student who is deemed under Regulation 9.9(e) above to have made no serious attempt shall be required to re-attend the course concerned. This requirement to re-attend may only be waived at the discretion of the Head of Department concerned, except where a student has been barred from the examination by reason of non-attendance in which case there shall be a requirement on the student to attend/re-attend the course for which the student may be required to pay an additional fee; and
- b) may not, if the Board of Examiners so decides, be permitted to proceed to the next stage of study before satisfying the course requirements; and
- c) if successful in the examination, the candidate shall remain eligible for an honours mark provided that no course taken or completed after the point at which the student would have been eligible for the award of a degree (had the student not been barred from an examination) shall enhance the student's overall result.

10. Pattern of Study

Course Load for Students

- 10.1 Full-time students must normally study courses with a value of 90 units within any given two-term block.

No student may study courses with a total value of more than 60 units within any given term.

- 10.2 Subject to the consent of the Head of Department a student may take a language course for credit as part of the curriculum, either earlier or later than specified, depending upon when the particular language course is offered, subject to the maximum unit limit as specified above and if counting towards classification of the award, the language course being at the appropriate level in FHEQ.

Additional Courses

- 10.3 In addition to the courses forming part of a student's degree programme, a student may take additional courses voluntary and not for credit subject to the following conditions:-
- a) the permission of the student's Head of Department;
 - b) any restrictions imposed by the timetable;
 - c) the satisfaction of any pre-requisite stipulated for individual courses;
 - d) any limitation on class size;
 - e) the maximum unit value permitted within any given term;
 - f) the payment of any prescribed fee.
- 10.4 Additional courses will not count for credit, except to the extent that it is possible to make a substitution for a failed paper in accordance with Regulation 5.2, and subject to the additional course having been studied at the appropriate level for the student's degree programme.

11. Examinations

(Note: References in these regulations to examination papers shall also include, where appropriate any other form of assessment)

Registration for Examinations

- 11.1 Candidates are responsible for ascertaining what tests and examinations they must sit, and for presenting themselves at the time and place specified.

Examination by Assessed Coursework, Term Papers and Projects

- 11.2 In any report or essay constituting assessed work there must be disclosed full particulars:
- a) of all sources of information consulted (which must be distinguished as either primary or secondary); and
 - b) of all money paid in respect of its preparation.
- 11.3 In the research for and preparation of assessed work a student must not receive any assistance other than in either or both of -
- a) the typing of the student's own manuscript; and
 - b) the obtaining of access to a source of information, including obtaining the opportunity to question a person orally or in writing.

Any student in breach of this regulation will be deemed to be guilty of unfair practice and will be subject to disciplinary proceedings under the University's procedure for Academic Misconduct.

Deferring Examinations

- 11.4 Examinations must be taken at the time specified by the special regulations, or in the case of language and Free Choice courses as prescribed in the Handbook. No candidate may defer an examination without the prior approval of the student's Head of Department. In the case of a final year Examination the approval of the Chairman of the Board of Examiners is also required.

Examination Performance Affected by Illness, or Adverse Circumstances, etc

- 11.5 Candidates who are unable to attend an examination for any reason, or who believe their examination performance to have been significantly affected by illness or adverse circumstances shall, as soon as possible, report the circumstances to the Head of Department. **Medical or other evidence which is received more than seven days following the end of the examination period will not normally be considered.**

Medical Evidence

- 11.6 All students should be registered with a local medical practitioner.

Where a candidate requests to defer examinations on medical grounds, the application should be accompanied by a letter from the local doctor addressed to the Head of Department fully explaining (in confidence) the nature of the illness and making any relevant comments. (The doctor may charge for this service). The University reserves the right to refer that letter and/or the candidate concerned to the University Medical Officer.

Candidates, who for medical reasons are unable to attend any examination, or who believe their performance therein has been significantly affected thereby, should immediately consult their local doctor. This doctor should send a letter direct to the Registry Manager explaining the illness and making relevant comments. (The doctor may charge for this service). The University reserves the right to refer that letter and/or the candidate concerned to the University Medical Officer.

Illegible Scripts

- 11.7 Candidates whose scripts are found by the examiners to be illegible shall be required to pay for the cost to the University of employing a typist to transcribe them.

Oral Examinations

- 11.8 The Head of Department may require candidates for any examination to attend a *viva voce* examination, at a time and place designated by the Head of Department.

12. Examination Results

Publication of Results

- 12.1 Results of Preliminary and Final Examinations are released by email to the student's University email account following ratification by the Senate. Marks in individual papers are not published.

Final Examination results are released by email following ratification by the Senate. A hard copy letter confirming the classification of the degree will be sent to the student's home address as held by Registry. Academic transcripts, showing classification, subjects and grades will also be released.

It is the responsibility of the student to ensure that Registry holds the correct address to which all results shall be sent.

Re-sit Examinations

- 12.2 Where a Board of Examiners has permitted a candidate to be re-examined or re-assessed in a course after initial failure, any re-examination or re-assessment shall be at the next available opportunity unless otherwise directed by the examiners. A candidate who does not avail himself of this further opportunity will lose any further right to a re-sit examination. In no case may a candidate be re-examined or re-assessed more than once for the purposes of progression or classification. In the case of a failure in a Modern Foreign Language, no student may re-sit the examination without full re-attendance of the course.

- 12.3 Notwithstanding Regulation 12.2, and subject to the approval of the relevant Head of Department, a student may re-sit an examination at any available opportunity, either for the purpose of expunging a failure or improving a mark for the purposes of professional exemptions. A mark achieved at such a re-sit will appear on the student's transcript but will not be considered for the purposes of progression or classification.

- 12.4 Candidates who satisfy the examiners on re-examination or re-assessment after initial failure will be credited with a bare pass only in that course for the purposes of progression or classification.

Where a candidate fails to satisfy the examiners on re-examination or re-assessment the higher mark achieved will be recorded for the purposes of progression or classification.

A candidate who is required to re-sit but fails to attend the resit examination shall be recorded with a mark of **Zero**.

- 12.5 Candidates will not normally be allowed to re-sit papers passed at the first attempt.

- 12.6 Exceptionally, where the circumstances under which a candidate sat an examination are deemed to have been seriously disadvantageous, and subject to Regulation 11.6 having been adhered to, the Board of Examiners may recommend to Senate that the candidate be permitted one further attempt at the examination and be credited with the actual mark obtained.

Restarting Candidates

- 12.7 A candidate who is unsuccessful in the Preliminary or the subsequent diet of Examinations may be permitted to re-start the same or another programme, subject to his / her being accepted by the relevant Admissions Tutor, and (in the case of a second such restart) the approval of the relevant Dean. In no case shall more than two such restarts in any degree programme(s) be permitted (that is, three attempts in total).

It will normally be a condition of such a restart that the candidate does not attempt, as a free choice or otherwise, a course from the area in which the candidate has failed twice.

- 12.8 Candidates permitted to restart a Degree Programme from the start of the final year of their programme shall be subject to the re-sit regulations (see above). Candidates permitted to restart from the Preliminary or the subsequent stage shall be treated as if they were attempting the course for the first time as far as re-sit regulations are concerned.

13. Award and Classification

- 13.1 Results from the Preliminary Examination stage of the programme are taken into account in the calculation of the number of credits required for the award of a degree, but not in the determination of the classification of degree to be awarded, or in the acquisition of the requisite FHEQ levels.

- 13.2 Results in all other examinations are taken into account in both the calculation of the number of credits and FHEQ levels required for the award of a degree, and in the determination of the classification of degree to be awarded. No candidate who has gained sufficient credit and the requisite FHEQ levels for the award of a degree shall be permitted to enhance the classification of his degree by re-sitting examinations after having completed in full the programmes of study prescribed for the degree.

- 13.3 The Special Regulations for a degree programme may specify that passes in certain courses are required for the award of the degree concerned. Where a student:

- a) has completed in full the programme of study prescribed for the degree;
- b) has exhausted all opportunities to re-sit for the named degree; and
- c) has obtained sufficient general credit and the requisite FHEQ levels for the award of a degree, but
- d) has not satisfied the specific course requirements of the degree programme for which that student was studying,

the student may, on the recommendation of the Board of Examiners, be awarded a degree of BA (Ordinary), or BSc (Ordinary), whichever is more appropriate.

- 13.4 In the case of major/minor programmes, in order to be awarded a particular class of degree the student is required to achieve at least 30 units in that class in the major programme, exclusive of free choice elements.

- 13.5 Where a candidate has been permitted entry directly onto a programme after the Preliminary stage under Regulation 4.1 classification must be based on a minimum of 180 units studied at the University of Buckingham and at the Final Examination stage of the degree programme.

- 13.6 Where a student's studies have been terminated on academic grounds, or where the student has withdrawn prematurely, the student may be awarded:

- a) a Certificate of Higher Education where the student has achieved a minimum of 120 credits, or
- b) a Diploma of Higher Education, where the student has achieved a minimum of 240 credits.

Whether the Certificate or Diploma of Higher Education carries the name of the programme of study remains at the discretion of the Board of Examiners on recommendation to Senate. Neither a Certificate of Higher Education, nor a Diploma of Higher Education, may be awarded to

a student who is continuing with his or her programme of studies.

- 13.7 Where a student has been awarded a Certificate of Higher Education or Diploma of Higher Education and is subsequently permitted to proceed to a higher award, the Certificate or Diploma will be annulled on the requirements of the higher award being satisfied.

Exemption on Account of Illness/Aegrotat Degrees

- 13.8 Where a student has been prevented by illness from sitting the whole or part of the examinations after the Preliminary Examination stage, or where a student's performance in those examinations has been gravely impaired by illness, the Board of Examiners may exempt the student from examination in the course or courses concerned and award the appropriate number of credits where:

- a) the student has been awarded credits in every course in which that student has previously been examined; and
- b) the student has satisfied all the course requirements for the course for which exemption is proposed, including all requirements as to attendance and submission of written work; and
- c) the student has obtained passing grades in all coursework (whether or not subject to formal assessment) submitted as part of the course; and
- d) the teachers of the course concerned have indicated without reservation that in their opinion the student would have obtained an honours mark in the relevant examination.

Where the number of credits awarded to a student under this regulation does not exceed 90, the student shall be eligible for Honours classification on the basis of the courses for which the student completed the examinations. Where the number of credits awarded to a student under this regulation exceeds 90, the student shall be eligible for the award of a degree that will not be classified, but will be awarded under the heading 'Aegrotat'.