

## STAFF, STUDENTS, FEES AND ASSESSMENT

### 4.11 ASSESSMENT

- I. Academic assessment is carried out by the staff of the collaborative partner institution, in accordance with the procedures laid out by the University of Buckingham. The examination boards include a member of academic staff from the University, usually the Head of Collaborations and/or the Academic Link Tutor, the Programme Leader at the partner institution, other members of the teaching team and the External Examiner(s) appointed to the programmes. The chair of the examination board is appointed by the University of Buckingham and will normally be a University member of staff unless agreed otherwise. Provisional marks, in an agreed format, are provided by the partner institution to the Collaborations Department in advance of the meeting.
- II. The regulations concerning mitigating circumstances (MC) apply equally to students at collaborative partner institutions as at the University. MC claims at the collaborative partner institutions are examined by their own staff, and pass their recommendations to the examination board. The MC procedure at the collaborative partner institution is subject to audit by the University.
- III. The collaborative partner institution is responsible for the investigation of alleged academic misconduct and other disciplinary offences. A report on such cases must be presented to the examination board. The procedure for dealing with academic offences must be provided to the University at validation and subsequently if the rules change. The academic offences procedure at the collaborative partner institution is subject to audit by the University.
- IV. External Examiners are appointed by the University. The appointment of external examiners will follow the procedures set down by the University of Buckingham. (See 4.13.3 External Examiners Procedure 2016).
- V. The collaborative partner institution may not release any results to students until they have been ratified by the University.
- VI. The University provides the following to all students who have successfully completed programmes of study leading to awards of the University:
  - A certificate of award and a record of achievement (transcript)
  - A transcript for those who leave without completing
- VII. Additional student feedback on the collaboration is normally collected annually by University staff. A summary of this feedback is supplied to the collaborative partner and may also form part of the regular report to the UCC.

- VIII. In the case of academic appeals by students at collaborative partner institutions against decisions of the examination board, these shall be dealt with by the collaborative partner institution in accordance with their policies and regulations previously approved by the University. Having exhausted the collaborative partner's internal procedures and subject to the provision of the collaborative partner's academic policies and regulations, the student has the right to request the University to review their case. Should a mutually acceptable agreement not be reached, and all procedures being exhausted, subject to the provisions of Legislation the students has the right to request the OIA to review their case. (For the Academic Appeals Policy Procedure, please see the *Regulations Handbook*, 3.8a.)