

GENERAL REGULATIONS FOR FIRST DEGREES

N.B there are separate General Regulations for the MBChB course, applicable to medical students. If there is any conflict or disagreement between what is stipulated in General Regulations for First Degrees, the General Regulations for Students of the University and the General Regulations for the MBChB, the stipulations within the General Regulations for MBChB take precedence.

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 modules as set out in the Special Regulations and Curriculum of the degree programme for which they are registered; and
 - a) satisfied their Board of Examiners that they have attained the requisite standard in the prescribed assessments for the modules on their programme of study.
- 1.3 All modules are aligned with the national Framework for Higher Education Qualifications (FHEQ).

2. Attendance and Duration

- 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.
- 2.2 The maximum registration period is defined as double the standard length of the course plus any periods of suspension (staff-initiated) or interruption (student-initiated) up to a maximum of six years or five years for those students under Tier 4 visa conditions.

3. Minimum Unit and Credit Requirements

- 3.1 In order to be eligible for the award of a degree, other than the MB ChB, a student must have:
 - a) taken and completed assessment for modules with a minimum total value of 360 units, as prescribed by the curricula and special regulations for his/her individual degree programme, of which 240 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 modules with a minimum value of 225 units, of which at least 105 units must be completed at Level 6 of which a minimum of 90 units must be passed.
- 3.2 In order to be eligible for the award for a Diploma of Higher Education, a student must have passed assessment for modules with a minimum total value of 240 credits of which at least 90 credits must have been achieved at level 5 of the FHEQ or above.
- 3.3 In order to be eligible for the award of a Certificate of Higher Education, a student must have passed assessment of modules with a minimum total value of 120 credits taken at level 4 in the FHEQ or above.
- 3.4 In order to be eligible for the award of a subject specific Diploma or Certificate a student must meet the appropriate criteria as prescribed in 3.2 or 3.3 above and as prescribed by the curricula and any Special Regulations of the approved programme.

- 3.5** A student who has satisfied the module requirements and has satisfied the examiners in a module will be awarded a number of credits equal to the unit value assigned to the module (e.g. a student will be awarded 15 credits for passing a module with a value of 15 units).
- 3.6 Additional requirements for the award of a degree may be contained in the special regulations for the degree programme concerned

4. Exemption/Credit Transfer

Note: not applicable to the MBChB. The programme for the MBChB must always be completed in its entirety. No exemption or credit transfer will be permitted from courses within or outside of the University of Buckingham.

- 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 modules, 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/her 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/her by Senate.
- 4.4** Where a student transferring degree programmes within the University wishes to transfer credit by way of substitution for modules in circumstances other than those outlined above, such substitution may be made for free choice modules only with a maximum value of 30 units, subject to the approval of the Head of Department or Programme Director.
- 4.5** All adapted/special 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 module on condition that it is at the appropriate FHEQ level for the student's degree programme. Language and free choice modules are to be chosen from the list of modules 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 modules. Where necessary, the consent of the Head of Department offering the module is to be obtained;
 - d) any limitation on class size.
- 5.2** In the case of a failure in a Modern Foreign Language, no student may re-sit the examination without full re-attendance of the module.
- 5.3** Where a student has failed a free choice or language module, another such module may be substituted for the purpose of credit, subject to the approval of the student's Head of Department and subject to the module 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 Modules

*Students registered for the MBChB will have **no choice** of units to be studied in the **Core Course**. All students will be registered for and must study the same core components.*

6.1 Registration for all Modules

It is each student's responsibility to ensure that they have notified the administrator for their degree programme of their choice of modules. Failure to do so may result in a student not being able to satisfy the special regulations for their degree programme. Please note that module availability will be subject to viability of cohort size and timetabling constraints. In the event that a certain module cannot be offered, alternatives will be available. Modules may also occasionally be limited by pre-requisites.

- 6.2 Where a degree programme requires choices to be made in respect of optional, language or free choice modules, a student must submit their 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 modules 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 modules offered outside the student's own degree programme must be registered with the degree programme offering the module.

7. Alternative Assessment

- 7.1 On the recommendation of an external medical or allied health professional, and following agreement by both Student Welfare and the Dean (or nominee), Schools will forward to Registry notification of any students entitled to be offered a piece or pieces of coursework in lieu of part or all of the prescribed assessment diet of any given module.
- 7.2 Decisions regarding alternative assessment should be made before the commencement of the affected module(s) and preferably during the first six months of the programme.
- 7.3 In deciding whether to offer alternative assessment, the Dean (or nominee) must ensure that the learning outcomes prescribed for the module and programme continue to be fully met.7.4
- 7.4 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.
- 7.5 Any student who declines the offer of alternative assessment cannot request reasonable adjustment for the original assessment unless a new recommendation from an external professional as defined in 7.1 is forthcoming.

8. Course Work, Dissertations, Group Work

Coursework

- 8.1 The amount of coursework required may vary between modules. Where course work forms an element of formal assessment for the degree programme, the requirements for course work shall be set out in the module materials provided to the students and submission of the course work must be within the deadline specified by the module tutor. Extensions to the deadline for submission will not normally be given unless a student has successfully applied for mitigating circumstances.

8.2 Late Submission of Coursework

These rules apply to summative coursework where there are two or fewer pieces of coursework per module. Alternative arrangements will apply to portfolio assessments or modules where there

are three or more pieces of coursework.

Coursework submitted late but within 7 days of the deadline, will be marked but the grade will be capped at a bare pass mark.

Failure to submit within 7 days of the deadline will be deemed a non-submission and will require a resubmission at a later date. This will be capped at a bare pass and will be considered the second and therefore final attempt.

Students with mitigating circumstances must submit these in line with the Mitigating Circumstances Procedure.

Dissertations

- 8.3** At the discretion of the Head of Department, and subject to their report to the Registry Manager, a student may be permitted to offer a dissertation **either** in lieu of a module, **or** in lieu of an examination to a maximum of **30 Units**.

[NOTE: These options may not be available in all Programmes

- i. For MBChB Programme, see the general regulations for the MBChB*
- ii. 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 modules which are required for external validation or accreditation of the degree programme.*

- 8.4** The decision to offer a dissertation in lieu of either a module must be made before the commencement of the module for which the substitution is to be made.
- 8.5** In accordance with the *General Regulations for Students of the University*, a student may only revert to studying the module or sitting the examination within the first two weeks of the term in which the substituted module commences. Thereafter failure to complete the dissertation will be treated as a fail.
- 8.6** 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 module 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.
- 8.7** 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.

Group Work

- 8.8** For degree programmes that include group work as an element of the overall assessment, it is every group member's responsibility to ensure the group assignment is completed to the desired standard on time. Unless otherwise specified in the assignment brief, through a clear rationale and method for distinguishing between performances, the tutor will mark the assignment, awarding equal marks to all members for the group work component, unless presented with written evidence prior to the submission date of the assignment that a student has not been an active member of the group. Where the written evidence is conclusive that a student has not made an adequate contribution to the group assignment, the tutor will reduce the group work marks awarded to the student concerned. In cases where the evidence is conclusive that a student has not made any contribution to the group assignment, he/she will be awarded a mark of zero for the group work component in question.

9. Attendance at Classes and Satisfaction of Course Requirements

Students are required to attend punctually and regularly the modules, 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.

[NOTE: The attendance regulations and the associated appeals process for MBChB students are detailed in the MBChB general regulations.]

If the Head of the Department managing a module (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 module 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.

- 9.1 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 9.2 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).
- 9.2 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/her by Senate.

- 9.3 A student will be considered not to have satisfied the module requirements for any module where that student has:
- a) failed to register for the module; or
 - b) withdrawn from the module (whether before or after the end of the period permitted for adding and dropping modules); or
 - c) been excluded from the examination under Regulation 9.2; 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.
- 9.4 Subject to the provisions of Regulation 10, where a student has not satisfied the module requirements for any module 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 module requirements for the module concerned (or for a module which the student is permitted to substitute under Regulation 5.3). A student who is deemed under Regulation 9.3(e) above to have made no serious attempt shall be required to re-attend the module 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 module for which the student will be required to pay an additional fee; and

- b) may not if the Board Examiners so decides, be permitted to proceed to the next stage of study before satisfying the module requirements;
- c) and if successful in the examination, the candidate shall remain eligible for an honours mark provided that no module 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 [excluding MBChB]

10.1 Course Load for Students

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

No student may study modules 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 module for credit as part of the curriculum, either earlier or later than specified, depending upon when the particular language module is offered, subject to the maximum unit limit as specified above and if counting towards classification of the award, the language module being at the appropriate level in FHEQ.

10.3 Additional Modules

In addition to the modules forming part of a student's degree programme, a student may take additional modules voluntarily 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 modules;
- 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 modules 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 5.3, and subject to the additional module having been studied at the appropriate level for the student's degree programme.

11. Examination

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

Regulations pertaining to MBChB examinations and mitigating circumstances can be found in the General Regulations for the MBChB.

11.1 Registrations for Examinations.

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

11.2 Examination by Assessed Coursework, Term Papers and Projects

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.

11.4 **Absence from / Deferral of Examinations**

Examinations must be taken at the time specified by the curriculum and/or any special regulations, or in the case of language and Free Choice modules as prescribed in the Handbook. No student may defer an examination or assessment without the prior written approval of the student's Head of Department or Programme Director. 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. A Head of Department or Programme Director is unable to authorise requests to be absent from, or to defer an examination if the request is made within fourteen days of the commencement of the examination period. If a student is absent from an examination without prior approval of the Head of Department or Programme Director and believes the absence is due to mitigating circumstances then he/she must submit an application in accordance with Mitigating Circumstances: Policy and Procedure.

11.5 **Mitigating Circumstances: Examination Performance Affected by Illness**

Candidates who for medical reasons are unable to attend an examination, or who believe their examination performance to have been significantly affected by illness shall, as soon as possible, consult their local doctor. This doctor should send a letter direct 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. Medical or other evidence which is received more than seven days following the end of the examination period will not normally be considered.

11.6 **Mitigating Circumstances: Examination Performance Affected by Adverse Circumstances other than Illness**

Candidates who are unable to attend an examination, or who believe their examination performance to have been significantly affected by adverse circumstances other than illness shall, as soon as possible, submit an application, supported by evidence, in accordance with the University's Mitigating Circumstances: Policy and Procedure.

11.7 **Illegible Scripts**

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.

11.8 Oral Examinations

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.

11.9 Re-sit Examinations

A student is normally assessed in all the modules taken in any two-term block during or at the end of that two-term block. A student who fails a module at the first examination will normally be permitted by the Board of Examiners to re-sit that module at the next available opportunity. Where the Board of Examiners so directs, a student who fails a module may be **required** to present for re-examination at the next available opportunity. A charge of £50 is charged for each re sit exam.

11.10 Condonation

In the Preliminary Examination only, the Board of Examiners may, at its discretion, condone a fail and award credits (described as credits by condonation) in a module or modules with a total value of not more than 30 units where:

- i. the student obtains a mark of 35-39 in the module or modules concerned; and
- ii. the weighted mean of the marks awarded in all the modules comprised within the Preliminary Examination (including any modules failed and the module in which it is proposed to award credits by condonation) is 45 or above. In exercising its discretion, the Board of Examiners may have regard to the programme of studies which the student is following, to strength shown in the marks in other modules forming part of the Preliminary Examination, and to such other matters as the Board may consider relevant.

12 Academic Progression *[excluding MBChB]*

- 12.1 A student, who satisfies the examiners in the assessments for all the modules specified by the degree programme regulations, will be permitted to proceed to the next stage of study.
- 12.2 A student will normally be required to pass modules with a minimum total value of 30 units in any two-term block (ie obtain at least 30 credits on first examination in each diet of examinations) in order to proceed to the next stage of studies
- 12.3 A student carrying failures in modules with a total value of less than 60 units may be permitted to proceed to the next stage of studies carrying those failures (where appropriate with the opportunity or requirement to re-sit at the next available opportunity) at the discretion of the Board of Examiners. That discretion will normally be exercised in favour of the student.
- 12.4 A student carrying failures in modules with a total value of 60 units or more may be permitted to proceed to the next stage of studies carrying those failures (where appropriate with the opportunity or requirement to re-sit at the next available opportunity) only at the discretion of the Board of Examiners.
- 12.5 There is no presumption that this discretion will be exercised in favour of the student. The Board in exercising its discretion will have regard to whether any of the failures which the student is carrying include failures from a previous diet of examinations, which the student has not had the opportunity to re-sit. Students will not be allowed to proceed to Part 2 with more than 30 units of preliminary failures.
- 12.6 Where a student does not satisfy the examiners in all the modules specified by the degree programme regulations, the Board of Examiners may:
 - i. terminate the student's studies; or

- ii. give the student the opportunity to be re-examined in the modules failed at the next available opportunity and to proceed with their studies if the student satisfies the examiners upon re-examination; or
 - iii. permit the student to proceed carrying those failures (where appropriate with the opportunity or requirement to re-sit at the next available opportunity).
- 12.7 A student may not proceed carrying failures or deferrals in modules with a total value of more than 90 units whether the student has the opportunity to re-sit the examination in those modules or not.
- 12.8 Where special regulations for a degree programme so provide, a student may be required to pass a specified module or modules as a condition of progression to the next stage of the degree programme.
- 12.9 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.

13. Award and Classification

[Note: The award, classification and regulations outlined in section 13 do not apply to MBChB students]

- 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 examinations taken after the Preliminary stage are taken into account in both the calculation of the number of credits and FHEQ levels required for the award of a degree. Classification of the degree will be based on the highest-scoring 240 credits achieved after the Preliminary stage, of which a minimum of 90 credits must be at level 6. 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 their degree by re-sitting examinations after having completed in full the programmes of study prescribed for the degree.
- 13.3 Special Regulations for some degree programmes may specify that passes in certain modules are required for the award of the degree concerned.
- 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 Classification Criteria

Borderline Marks - Examiners should ensure that borderline marks (39%, 49%, 59%, 69%) for individual modules after the Preliminary stage are given careful consideration. Marks may only be raised if Mitigating Circumstances have been upheld.

For the purposes of calculating the final weighted mean, rounding to the nearest integer must apply. In cases where the mean falls exactly between two integers (0.50) the weighted mean must be rounded up.

A student with no more than 45 units of Part I and Part II failure and 60 units of failure overall will be awarded a given class or division if the following criteria are met:

- (a) The weighted mean of the highest-scoring 240 classifiable units after the Preliminary stage is in the given class indicated below:

First Class	70-100%
2:1	60- 69%
2:2	50- 59%
Third	40- 49%
Fail	0- 39%

- (b) More than half of the highest scoring 240 classifiable units from Part I and Part II fall within or above the give class

- (c) At least 105 credits of the classifiable Part I and Part II modules fall within or above the given class; **and** the weighted mean of the classified modules overall reaches the level specified below:

First Class	66%
Second Class (upper division)	58%
Second Class (lower division)	48%
Third Class	38%

13.7 A student will be awarded a First Class degree if:

- i) 90 credits of all classifiable Part I and Part II modules are graded First Class,

and

- ii) at least 60 credits of the classifiable Part II modules are graded First Class

and

- iii) the weighted mean of the classifiable modules overall is 66% or above.

13.8 Exemption on Account of Illness/Aegrotat Degrees (excluding MBChB Examination Results)

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 module or modules concerned and award the appropriate number of credits where:

- the student has been awarded credits in every module in which that student has previously been examined; and
- the student has satisfied all the module requirements for the module for which exemption is proposed, including all requirements as to attendance and submission of written work; and
- the student has obtained passing grades in all coursework (whether or not subject to formal assessment) submitted as part of the module; and
- the teachers of the module 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 modules 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'.

14 Examination Results

14.1 Publication of Results

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.

14.2 Re-sit Examinations

Where a Board of Examiners has permitted a candidate to be re-examined or re-assessed in a module 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/herself 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 module.

14.3 Notwithstanding Regulation 14.2, 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.

14.4 Candidates who satisfy the examiners on re-examination or re-assessment after initial failure will be credited with a bare pass (40%) only in that module 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 re-sit examination shall be recorded with a mark of **Zero**.

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

Exceptionally, where the circumstances under which a candidate sat an examination are deemed to have been seriously disadvantageous, and subject to Regulations 11.5 and 11.6 relating to mitigating circumstances 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.

14.6 Re-sit Candidates

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 them 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 module from the area in which the candidate has failed twice.

- 14.7 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 module for the first time as far as re-sit regulations are concerned.