Union Theological College

Union Theological College
Study Regulations for Undergraduate Students (BA Hons Theology): 2023-24

1. Modularity

1.1 All of the College's undergraduate and taught postgraduate programmes of study are modular. In other words, they comprise a number of modules which, when successfully completed by the student, lead to a Higher Education award or qualification. Each module and programme is assigned to a Higher Education level of study, in accordance with the Frameworks for Higher Education Qualifications in the UK Quality Code.[1]

2. Module Definition and Types of Module

2.1 Each module is a unit within which students will learn and be assessed on subject content, knowledge and other intended outcomes. Modules also develop transferrable or key skills and, where appropriate, practical skills. **Core modules** are compulsory and must be passed to enable progression, except where the relevant regulations concerning compensation credits may apply. **Optional modules** provide opportunities within the main subject of the degree. This structure provides a framework within which students can exercise an element of choice over the direction of their studies.

3. Credits and Learning Hours

3.1 Each module is assigned a credit value according to the total number of hours of student work (or "learning hours") which it involves. Learning hours comprise contact with academic staff, plus self-directed study. Each credit represents around 10 hours of student work; thus a 20-credit module represents 200 learning hours. Within this total, contact hours should be stated in module outlines, providing a clear breakdown of how the contact is comprised. The amount of contact time (seminars, practicals, lectures, etc.) and self-directed study (research, planning, essay writing, seminar preparation work, etc.) will vary between subjects and levels. Successful completion of a module earns the student the relevant number of credits at the designated level.

4. Module Size

4.1 At all levels of study (FHEQ Levels 4-6), modules are 20 credits. All modules must be completed within one academic year. 20 credit modules are normally delivered within a single semester.

5. Admission

[1] Qualifications Frameworks (qaa.ac.uk)

5.1 The College has published its Admissions Policy on the website under the 'Policies and Procedures' section.

6. Annual College Registration

6.1 Upon registration (and subsequent re-registration), every student is deemed to have declared their acceptance of the College Regulations, and all associated College Policies and Procedures, for that academic year.

6.2 It is the responsibility of the individual student to notify the College of any change to their personal contact details (such as home and term-time addresses and mobile telephone numbers) as they occur.

6.3 All full-time and part-time students entering the College at the commencement of the academic year will be required to register for one academic year's programme on initial registration, and thereafter to re-register annually at the beginning of each new academic year until the completion of their programme of study.

6.4 All full-time and part-time students entering the College part-way through the academic year will be required to register for a complete programme to the end of the academic year, and thereafter to re-register annually at the beginning of each new academic year.

6.5 It is the responsibility of the student to ensure that his/her registration is in accordance with these Regulations and with any specific Programme Specifications that apply.

6.6 A student on a full-time programme of study of the College may not simultaneously attend any other full-time programme of study of this or any other Higher Education Institution.

6.7 Students must inform the College (in writing to the Head of Academic Administration) of any intention to withdraw from any programme, whether permanently or temporarily.

6.8 It will be deemed that the registration of students who fail to re-enrol at the beginning of subsequent academic years has lapsed, and notification will be sent to all relevant statutory bodies thereafter (including, but not necessarily limited to, Student Finance NI and the UKVI for student visa holders).

6.9 International Students are reminded that UTC has a responsibility to inform the UKVI should attendance fall below their prescribed threshold of 85%.

7. Registration for Awards

7.1 All full-time and part-time undergraduate students will be admitted to an approved programme of study leading to an award.

7.2 All full-time and part-time students will be registered for the final award.

7.3 Students who have taken an intermediate award and subsequently wish to return to complete the final award will be allowed to continue at the discretion of the Programme Coordinator and the Head of Academic Administration, and must complete the final award within the timescales outlined in the relevant sections of these Regulations. When the final award is made, the intermediate award will be rescinded and students must return the certificate for the intermediate award before being given that for the final award.

8. Module Registration

8.1 In addition to the annual College registration for an award, all students must register for the appropriate modules to the required level of credit outlined above and in accordance with the Programme Specification. It is the student's responsibility to ensure that their module registration is correct.

8.2 In order to be able to undertake a module, students must have fulfilled any prerequisites specified in the Programme Specification.

8.3 No registration for a module will be allowed after the second week of teaching of the module, except where specifically approved by the Head of Academic Administration on the special recommendation of the Programme Coordinator.

8.4 Students withdrawing from modules up until the end of the third week of teaching will have the module removed from their student record.

8.5 After the third week of teaching, a student may withdraw from a module and this will be retained on the record as a withdrawal provided they have not entered for any assessment. After a student has entered for an assessment, any withdrawal from a module will be recorded as failure in that module, unless supporting written evidence of ill health or other Extenuating Circumstances for the withdrawal is submitted in accordance with the Extenuating Circumstances Procedures for Undergraduate Students. Approval will be the responsibility of the Head of Academic Administration on the advice of the Programme Coordinator.

9. Payment of Tuition and Other Fees

9.1 Students must pay their tuition and other fees due to the College promptly.

9.2 Students who withdraw from the College will be liable for fees up until formal notification of their withdrawal is received by the College Office, and in accordance with the information on fees liability in the UTC Tuition Fees Policy.

9.3 Students who are in debt to the College will not be allowed to re-register for the following academic year.

9.4 Students who are in debt to the College may have their programmes terminated.

9.5 The termination will be undertaken by the Head of Academic Administration on the advice of the Operations Manager where a student has made no attempt to pay an outstanding tuition fee debt. Such a termination may be rescinded on payment of, or a satisfactory agreement to pay, the debt.

9.6 No student shall be entitled to an award unless all fees for tuition due to the College have been paid to the satisfaction of the Operations Manager, and the rightful property of the College returned, (for example, library books).

9.7 Students who have tuition-fee debts outstanding may not be allowed to attend College graduation ceremonies or receive an award certificate.

10. Duration of Study

10.1 The overall duration of the full-time undergraduate BA (Hons) Theology from initial registration to completion shall be no less than three years of full-time study.

10.2 The BA (Hons) Theology shall not exceed 4 consecutive semesters for Year 1 (FHEQ Level 4), 5 consecutive semesters for Year 2 (FHEQ Level 5), and 5 consecutive semesters for Year 3 (FHEQ Level 6).

10.3 The overall duration of study shall not exceed 14 consecutive semesters.

11. Leave of Absence

11.1 A student may apply for Leave of Absence (i.e. interruption from their studies) due to illness or other personal or extenuating circumstances. Leave of Absence may be granted by the Head of Academic Administration in consultation with the Programme Coordinator for a period of up to one year, and may then be extended upon written application to the Head of Academic Administration.

11.2 Periods of leave longer than two years may only be approved at the discretion of the Programme Examination Board on the recommendation of the Head of Academic Administration.

11.3 When on leave of absence, students may normally be able to defer any assessments outstanding for modules that are incomplete until their return to the College. Such application will be subject to the approval by the Head of Academic Administration in consultation with the Programme Coordinator, and subject to the availability of such assessments.

11.4 Periods of Leave of Absence count towards a student's registration period for an award.

12. Lapsed Students

12.1 It will be deemed that the registration of students who fail to re-enrol at the beginning of subsequent academic years has lapsed.

12.2 Students whose programme registration has lapsed through failure to re-enrol or through expiry of time, or where programmes have been terminated, will be made a lower award in cases where they have accumulated sufficient credit for such an award (Cert HE or Dip HE: see para.26.1).

13. Withdrawal

13.1 A student who wishes to withdraw permanently from the College before the normal completion of the programme shall give notice in writing to the Head of Academic Administration.

14. Re-admission after Withdrawal

14.1 A student who has withdrawn permanently may be re-admitted to the College.

14.2 If a student is to be re-admitted to the same programme of study s/he must complete the programme within the timescales set out in the appropriate programme of study requirements from their original start date.

15. Additional Study Following Return to the College after Periods of Leave or Interruption or Withdrawal

15.1 Study Regulations and Programme Specifications are subject to revision on a regular basis. Students who interrupt their period of continuous study, through Leave of Absence or through Interruption, will on returning to the College be expected to conform to the current Study Regulations and Programme Specification applying at the level to which the student returns. On the advice of the Programme Coordinator, additional study may be required in such cases to ensure that subject requirements are fulfilled.

16. Credit Requirements

16.1 Unless credit exemption is granted, all undergraduate students must complete at least 120 credits worth of modules at each level. Completed modules may include compensation credits subject to the specified limits outlined in paragraph 22.4.

17. Full-Time Study

17.1 An undergraduate student will normally register for 120 credits worth of modules in an academic year. Exceptionally, where a student is trailing credit from previous levels, or by approval of the Head of Academic Administration on the advice of the Programme Coordinator, they may register for a maximum of 140 credits at Levels 5 and 6 in any one academic year.

17.2 A full-time undergraduate student must register for no less than 40 credits and no more than 100 credits per semester.

18. Part-time Study

18.1 A part-time student must register for between 40 to 80 credits per academic year. No part-time student may take more than 80 credits worth of modules in any one academic year, excluding any modules that are resits, unless this is with the approval of the Head of Academic Administration.

19. Award

19.1 Students must attempt and pass 120 credits at FHEQ Levels 4, 5 & 6 to be eligible for the award.

20. Assessment Criteria

20.1 For undergraduate study the overall pass mark shall be 40% at FHEQ Levels 4, 5 and 6.

20.2 Marks or other assessment outcomes will be allocated in accordance with the College's Assessment Policy and section 30 of these regulations.

21. Internal Module Compensation

21.1 Where a student has achieved a pass mark overall for the module but has not passed each individual assessment element, the Programme Examination Board may recommend that the student be allowed to pass the module providing they have gained a mark of at least 30% in any substantive assessment element (i.e. carrying at least 35% of the total marks available for the module). Full compensation is permitted for non-substantive elements (i.e. those carrying less than 35% of the total marks available).

21.2 Compensation credits will not be awarded for the Extended Essay module.

22. Compensation Credits

22.1 At the discretion and recommendation of the Programme Examination Board to the St. Mary's University Undergraduate Examination Board, a student who has failed a module but has shown strength in other areas may be awarded compensation credits for the module provided:

i. the student has achieved a mark of not less than 30% for the module for which compensation is being considered;

ii. the student has attempted all prescribed elements of the module;

iii. no more than 40 credits or two modules are to be compensated, whichever is the lesser.

22.2 When compensation credits are awarded, the mark gained in the module will stand and will be used for classification of the award where appropriate.

22.3 Compensation credits will allow a student to progress to the next level without the need for further resits, or to gain an award, as appropriate, without repetition or interruption.

22.4 No more than 40 compensation credits will be awarded at each level.

22.5 Where compensation credits have been awarded, a student may nonetheless choose to resit the module. In this case the marks gained in the subsequent resit will stand and be capped at the pass mark.

22.6 Compensation credits will not be awarded for the Extended Essay module.

23. Progression

23.1 Students will automatically progress to the next level of study if they have achieved 120 credits at the appropriate level.

23.2 Students must achieve a minimum of 100 credits and meet specified core requirements and/or pre-requisites outlined in the programme specification in order to progress.

23.3 Where a student has not completed satisfactorily all programme requirements, the Programme Examination Board shall have the discretion to recommend to St. Mary's University Undergraduate Examinations Board that the student be permitted to progress to the next level provided that a) no more than 20 credits are outstanding from their overall credit requirements, **and** b) they have met any specified core requirements for their programme.

24. Interruption

24.1 Where students are not eligible to progress to the next level of their programme their programme of study will be suspended (interrupted) for one academic year. They will be required to retake the failed modules before being allowed to progress to the next level.

24.2 Where students have gained fewer than 60 credits they must retake the modules they have failed and pay the required tuition fees either on a full or part-time basis. They will have the right to attend lectures and seminars. Where students are retaking a module, they do not have the right to any additional resits and the marks gained at previous attempts will still count towards the number of attempts.

24.3 Where students are unable to progress but have gained more than 60 credits, they have the choice of becoming an interrupted student for the next academic year. As an interrupted student they do not pay tuition fees or attend lectures and seminars, but submit the outstanding work at the designated deadlines over the academic year. In retaking a module, students do not have the right to any additional resits and the marks gained at previous attempts will still count towards the number of attempts. Students who have gained more than 60 credits may choose to retake the year.

25. Students who Fail to Complete the Requirement for their Degree in the Minimum Timescales

25.1 Students who are at FHEQ Level 6 of the BA Hons Theology who have not fulfilled the requirements for an award will be suspended pending completion of their award.

25.2 Such students will be able to continue their studies on a full-time or part-time basis until such a time as they have completed their award subject to the timescales in paragraphs 10.1-10.3, but will be required to pay fees for any additional modules they attend.

26. Eligibility for Awards

26.1 Eligibility for awards depends on attainment of credits as follows, in accordance with the Programme Specification. 'Attained' credits shall include exempted credits from other institutions or prior learning, credits given for modules passed, compensation credits, or credits undertaken as part of an approved exchange programme.

- Certificate of Higher Education: 120 credits at FHEQ Level 4
- Diploma of Higher Education: 240 credits, including at least 120 credits at FHEQ Level 5 or higher
- BA Honours Degree: 360 credits, including at least 120 credits at FHEQ Level 6 and not more than 120 credits at FHEQ Level 5

27. Classification of Undergraduate Awards

27.1 The Certificate of Higher Education, and the Diploma of Higher Education may be awarded with merit and distinction as follows:

- Award with Distinction: 70%
- Award with Merit: 60%
- Award: 40%

The best 100 credits will be counted for the Certificate and the best 200 credits will be counted for the Diploma of Higher Education.

27.2 The degree of BA with Honours, will be classified according to the following scale:

- 70% and above: First Class Honours
- 60% to 69%: Upper Second Class Honours
- 50% to 59%: Lower Second Class Honours
- 40% to 49%: Third Class Honours

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28. Determination of the Honours Degree Classification

28.1 For determining the classification of an honours degree, the highest outcome of either the best 200 credits for each candidate at FHEQ Levels 5 and FHEQ Level 6, or the best 100 credits at FHEQ Level 6 will be considered. FHEQ Level 4 does not contribute to the honours degree classification.

28.2. The final degree mark is calculated by applying either of the two methods below, whichever produces a higher score:

EITHER

28.2.1 The overall mark for an honours Bachelor's Degree shall be determined by combining the average marks at FHEQ Level 5 and FHEQ Level 6, subject to the formula below:

The average mark at each level shall be a percentage mark composed of the average of a candidate's best 100 credits at FHEQ Level 5 and best 100 credits at FHEQ Level 6, including compensation credits.

When calculating the best 200 credits from FHEQ Levels 5 and FHEQ Level 6, the weighting of the average mark for each level is as follows:

Overall Mark = 3/10 (FHEQ Level 5 Average Mark) + 7/10 (FHEQ Level 6 Average Mark)

The module with the lowest mark at FHEQ Level 5 and 6 will be disregarded up to a maximum of 20 credits in each Level.

OR

28.2.2 The marks using the best 100 credits at Level 6 alone (Method of Calculation: Mark (%) x credit value of module).

28.3 The classification of awards to students who have been admitted with advanced standing or those who have transferred credit from another institution will be based only on grades achieved in modules taken at the College unless there is a specific agreement otherwise.

28.4 Where admission with advanced standing has been approved with complete exemption from the FHEQ Level 5 Programme, the overall grade shall be the FHEQ Level 6 (Year 3) Programme grade.

28.5 The classification of awards to students who as part of their studies have undertaken credit at another institution will be based only on marks achieved in modules taken at the College unless the marks are transferred as part of an approved exchange programme.

28.6 In determining the final degree classification for students whose overall mark is close to the pass/fail borderline, or to a classification threshold, the following conventions will be applied by the Programme Examination Board for submission to the St Mary's University Undergraduate Examinations Board:

A higher classification shall be awarded if the degree mark is not more than 2% below the lower boundary of the classification to be awarded and:

i. at least 60 Level 6 credits are from modules with marks in or above that classification;

OR

ii. at least 120 credits from Levels 5 and 6 are in or above the higher classification.

Overall Marks will be rounded to the nearest integer.

29. Aegrotat Degree

29.1 In cases where a student has completed most of the requirements for an award, but due to extenuating circumstances has been prevented by illness or other incapacity from completing all of the assessment requirements for an individual module(s), but more than 30 credits worth of modules remain to be completed, the Board may recommend the award of an Aegrotat Degree.

29.2 A student who chooses not to accept the award of an Aegrotat Degree may complete the assessment on a subsequent occasion. A student who is still unable to complete the assessment on a subsequent occasion may then accept the award of an Aegrotat Degree.

30. Assessment

30. 1 Determining Module Assessment

30.1.1 All students taking a module in order to gain University credits will be assessed by the same methods.

30.1.2 Assessment should be addressed as an integral part of module/programme design and approved at the point of validation or, in the case of individual modules, by College Faculty and the Institute of Theology and Liberal Arts Academic Board.

30.1.3 There must be a clear relation between assessment tasks and learning outcomes. Programmes should have a variety of assessment strategies to match the diversity of modules within a programme. In particular, assessment criteria should reflect the range of learning outcomes of a module or programme; assessment tasks should be stimulating, demanding and appropriate to both the learning outcomes and the level.

30.1.4 Learning outcomes and assessment criteria for each element of assessment should be clearly stated in Module/Programme Handbooks.

30.2 Approval of Assessments

30.2.1 College Faculty shall approve the process for setting the assessment for all modules within its jurisdiction.

30.2.2 College Departments will approve the subject of coursework and examination papers, involving the External Examiner in this process.

30.3 Scheduling of Assessment

30.3.1 Assessment shall be scheduled to avoid, so far as it is possible, an excessive or unbalanced workload for students and for staff. Students shall be informed of the assessment at the earliest opportunity, normally the beginning of the module.

30.4 Regulations for the Conduct of Formal Examinations

30.4.1 Approval of General Arrangements

The general arrangements for the conduct of examinations held at Union Theological College for an award of St. Mary's University Twickenham shall be held in accordance with these Regulations.

30.4.2 Responsibility

The administration of written formal, timed examinations shall be the responsibility of the Head of Academic Administration. It is the responsibility of the Programme Coordinator to ensure that all examination papers are with the College Office by the due date notified by the Head of Academic Administration.

30.4.3 Publication of the Examination Timetable

A schedule of formal, timed examinations, which shall show the date and time of each examination and the place where it is to be held, shall be published by the College Office at least four weeks before the date of any examination shown in the schedule. For practical reasons, resit examinations are not subject to the four-week rule. Notwithstanding, the College reserves the right to amend such details in advance of the examinations if necessary.

30.4.4 Venue for Examinations

Examinations may be held in any room designated for that purpose by the Operations Manager.

30.4.5 Special Arrangements for Students with a Disability or Additional Requirements

Special arrangements for the examination may be made for a candidate with a disability or additional requirements that shall warrant such arrangements. In order that suitable arrangements can be made, any candidate with an essentially permanent disability or additional requirement should apply for consideration in the first semester to the College Disability Officer or as soon as the additional requirements are known. There will be a published deadline each semester for students wishing to be assessed for additional requirements. The Head of Academic Administration is responsible for ensuring that the additional requirements of candidates are provided for.

30.4.6 Copyright

The law relating to copyright shall be observed in the preparation of examination papers and associated materials.

30.4.7 Invigilation Arrangements

Invigilation arrangements shall be as follows:

(i) Any formal, timed examination held in an examination room shall be subject to invigilation. There shall always be at least two invigilators appointed to each main examination room.

(ii) For candidates with special examination arrangements there shall be at least one invigilator.

(iii) Invigilators shall normally be appointed by the Programme Coordinator in consultation with the Head of Academic Administration.

(iv) There shall be a Chief Invigilator appointed to each examination room who shall be responsible for the overall conduct of the examinations in that room and shall ensure that proper provision has been made for the conduct of the examinations before their commencement. The appointee shall normally be a member of the Faculty or recognised teacher of the College.

(v) All invigilators will be required to undertake their duties under the direction of the Chief Invigilator.

30.4.8 Instructions to Examination Candidates

Invigilators shall ensure that the Instructions to Examination Candidates are observed. Any deficiencies in the general arrangements for the examinations, and/or in the observance of the Instructions to Examination Candidates, shall be brought to the attention of the Chief Invigilator and thereafter to the Head of Academic Administration.

30.4.9 Retention and Return of Examination Scripts, Extended Essays and Coursework

Examination scripts shall be retained for at least one year after they have been considered by the Programme Examination Board. Written work and other material presented for assessment, other than examination scripts, may be returned to candidates during or at the end of the academic session in which it is submitted. This is on the strict proviso that the work will remain available to the examiners in that year and that it must be returned if required for any external assessment.

30.4.10 Student Feedback

Student feedback will be provided as follows:

(i) Staff will provide students with timely and regular feedback on their performance and progress; students should be informed what they can expect in terms of feedback in relation to particular types of assessment and whether or not it is to be accompanied by a return of assessed work.

(ii) Feedback on coursework will be given by means of a structured feedback sheet that addresses the assessment criteria. Such feedback will include appropriate guidance on how the work may be improved.

(iii) Students may request feedback on examination performance from the module convener on an individual basis. Examination scripts will not be provided.

30.4.11 Determination of Marks

Only academic staff who are members of the Programme Examination Board will be responsible for the marks awarded to students. Where postgraduate students, part-time visiting lecturers, and teaching assistants are employed, established and experienced members of staff shall systematically scrutinise and oversee any assessment carried out by these members of staff.

30.4.12 Marking and Moderation

Marking and moderation will proceed as follows:

(i) **Anonymous marking** is to be undertaken for all written assessment to ensure that the identity of students is not disclosed to markers.

(ii) Written assessments at FHEQ Levels 4 and 5 will be moderated by a **second marker.** This will be undertaken on a sample basis to be determined by the Programme Examination Board. A minimum sample of 10% will be chosen, which includes an even spread from the top, middle and bottom of the marking scale.

(iii) All Extended Essays must be double-marked.

(iv) At FHEQ Level 4 all assessments at the pass/fail borderline should be **double-marked.**

(vi) Markers should provide sufficient comments with the script for the External Examiner to understand the reasons for the mark given.

(v) **Moderation** requires that a representative sample of student work will normally be second marked in order to ensure consistent application of the assessment criteria.

(vi) All borderline fails, including those at FHEQ Level 4, must be moderated.

31. External Examining

31.1 For each Subject there will be one or more External Examiners.

31.2 External Examiners shall be appointed by St Mary's University Twickenham, on recommendation of Union Theological College.

31.3 The role and duties of External Examiners are outlined in the Union Theological College Externality Policy.

32. Meetings, Decisions and Recommendations of the Programme Examination Board

32.1 Programme Examination Board

32.1.1 The Programme Examination Board is responsible for the assessment of all modules within the Programme. It is the Programme Examination Board's responsibility to ensure that appropriate judgements are rendered on students' achievement.

32.1.2 The approval of marks for individual assessments and overall module marks will be the responsibility of the Programme Examination Board.

32.2 Membership and Quorum of Programme Examination Board

32.2.1 The Programme Examination Board will comprise:

Chair: The Partnership Liaison Manager from St. Mary's University Twickenham

Members: Programme Coordinator, Module Conveners of all contributory Modules, External Examiner(s).

32.2.2 Recognised teacher who are Module Conveners shall be members of the Programme Examination Board.

32.2.3 The Head of Academic Administration shall be responsible for the organisation of the meeting in conjunction with the Programme Coordinator, for recording all recommendations made and for liaison and communication of marks to St. Mary's University Twickenham.

32.2.4 The quorum for the Programme Examination Board is 50% of eligible members.

32.2.5 The attendance in person of at least one External Examiner is required where marks are ratified. Attendance is not required at the Resit Examination Board. In exceptional circumstances permission may be sought from the Chair of the St. Mary's University Undergraduate Examinations Board to hold a meeting in the absence of External Examiners if, for example, an External Examiner is taken ill on the day of the board meeting and it is absolutely impossible to rearrange a meeting before the deadline for marks to be provided to the University.

32.2.6 All proceedings of the Programme Examination Board shall remain confidential to the members of the Board with the exception of information from the Programme Examination Board which may be shared with the St. Mary's University Undergraduate Examinations Board.

32.2.7 All meetings of the Programme Examination Board should be fully minuted by a member of administrative staff. The Minutes should be signed by the Chair and the External Examiner of the Programme Board and a copy supplied to the Secretary of the St. Mary's University Undergraduate Examinations Board.

32.2.8 At its meetings, the Programme Examination Board will determine the marks of all modules. The decisions will comprise:

i. a percentage mark for each assessment that the student has taken;

ii. an overall percentage mark for each student for each module taken;

iii. a pass/fail mark for each student, making appropriate decisions on internal module compensation.

32.2.9 Every effort should be made to reach a decision by consensus. If it proves necessary to vote on any matter it shall be determined by a simple majority; each member present shall have one vote and in the case of no majority being reached the Chair shall have an additional casting vote.

32.2.10 The views of the External Examiner(s) should carry particular weight in cases of dispute and External Examiners have the right to refuse to sign a mark sheet if they believe that a Board has made a wrong decision. If an External Examiner refuses to sign a mark sheet this shall be reported as soon as possible to the Chair of the St. Mary's University Undergraduate Examinations Board.

33. St. Mary's University Undergraduate Examinations Board

33.1 Decisions on: awards; compensation credits; and programme termination shall be the responsibility of the St. Mary's University Undergraduate Examinations Board.

33.2 The Board will also receive recommendations on programme progression; extenuating circumstances and academic integrity panels.

33.3 The Board will round module marks to the nearest integer when making decisions about borderline classifications.

34. Extenuating Circumstances

34.1 During a period of study, students may encounter significant personal difficulties that impact on their ability to study for or complete academic assessment(s), including examinations. The College refers to these personal difficulties as Extenuating Circumstances.

34.2 Extenuation Circumstances are defined as:

Serious unforeseen, unpreventable circumstances that significantly disrupt a student's ability to undertake assessment.

34.3 In order for such circumstances to be taken into account with regard to assessment, students need to make a timely Extenuating Circumstances claim, fully supported with documentary evidence. This will enable the College to make an informed decision and ensure appropriate support is offered. The Policy and Procedures are outlined in the Extenuating Circumstances Procedures for Undergraduate Students.

35. Assessment Information for Students

35.1 The Programme Board is responsible for ensuring that module and programme guides are produced which will inform students in advance how and when their learning will be assessed. This information provided for students should include (as a minimum) details about:

- the aims and learning outcomes of the subject or programme as a whole and those for individual modules;
- the purpose, methods and schedules of assessment, during and at the end of a module or programme;
- the format of assessment tasks and the deadlines for submission;
- any group projects and methods for assessment; information about the apportionment of marks;
- criteria for assessment (including details about expected levels of achievement);
- the weightings for different elements of assessment;
- the procedures for submitting coursework;
- the procedures for applying for permission for late submission of coursework owing to extenuating circumstances;
- the marking and assessment mechanisms which will be used;
- the Academic Integrity Procedures (Undergraduate).

35.2 Programme documentation shall make explicit for each module which elements contribute to the final mark; the weighting given to each element; and the level of internal compensation permitted between elements.

35.3 The College, through these and other Regulations, will inform students about the consequences of assessment, such as:

- decisions about progression and award, and any right to appeal;
- the basis on which component marks (or other assessment outcomes) are to be aggregated for the purpose of progression, award and classification;
- the treatment of missed examinations;
- any restrictions on the marks, grades, or level of award which can be obtained on the basis of retaken assessments;

- the definition and treatment of award and classification borderlines;
- Academic Misconduct Procedures (Undergraduate);
- the award of an Aegrotat degree.

36. Student Performance in Assessment

36.1 Undertaking Assessments

36.1.1 Students must undertake all assessments at the first available opportunity. A student failing to submit for assessment will be allocated a fail grade unless they make a successful claim for extenuating circumstances.

36.1.2 It shall be the responsibility of the candidate to ensure that he/she attends for examination at the prescribed place and time or submits work for assessment at the time and in the manner stipulated by the Programme Coordinator/ Module Convener as appropriate.

36.1.3 During Examinations students shall observe the Instructions to Examination Candidates.

36.2 Non-Submission of Coursework

Students who fail to submit coursework by the deadline set by the Programme Coordinator or Module Convener will receive a grade of zero for that assessment. Resit penalties will be applied unless the student makes a successful extenuating circumstances claim for a resit without penalty.

36.3 Late Submission of Coursework

Extensions for coursework can only be considered in accordance with the Extenuating Circumstances Procedures for Undergraduate Students.

36.4 Module Failure

36.4.1 In cases where a candidate has failed a particular module, the Programme Examination Board shall recommend that the candidate shall either:

i. re-submit for the failed module with consequent assessment penalty; **or**:

ii. re-submit for the failed module with no assessment penalty where the Extenuating Circumstances Sub Board has approved an application for resit without penalty owing to extenuating circumstances; **or**:

iii. take a replacement module; **or**:

iv. that, where there is no further resit or retake opportunity and it is a core module, the student's programme be terminated.

36.4.2 Alternatively the Programme Examination Board may stipulate what other assessment and/or attendance is necessary if the candidate is to pass the module.

36.4.3 No candidate shall be required by these Regulations to re-take a particular failed module unless it is designated as a core for the particular Programme of Study which the candidate is following, and for which no compensation has been granted.

36.5 Resitting Passed Modules

A candidate who has passed a particular module shall not be permitted to re-take the assessment for that module, unless a resit without penalty has been granted due to a successful claim for extenuating circumstances.

36.6 Entitlement to Resits of Failed Assessment

36.6.1 Students who have failed a particular module, and/or have been recommended for a resit following a finding of academic misconduct, shall have the right to resit the assessment for the module (subject to any specific subject requirements) on no more than one further occasion.

36.6.2 Students who fail at the resit may retake the module on one further occasion only.

36.6.3 The permitted timescale for re-takes at each level shall be subject to the limitations on total programme length set out in the programme of study requirements.

36.6.4 Resit fees may be required and students should check with the College Office for further details.

36.7 Penalisation of Marks for Resits

If a candidate is required to re-sit assessment or a student re-takes a failed module, and where there has not been a successful claim for extenuating circumstances, the mark gained in the resit or retake will be capped

at the pass mark for the assessment element for the purposes of calculating the classification of the degree or other award.

36.8 Timing of Resits

36.8.1 Students who are required to resit a module must do so at the next available opportunity which will be either July, or the next time the module is run, whichever is the earlier.

36.8.2 FHEQ Level 6 (final-year) students who fail a module in the first semester will be given an opportunity to resit the module in the Semester 2 main examination period to enable them to graduate if successful.

36.9 Allocating a Grade for a Module where there are Extenuating Circumstances

In cases of Extenuating Circumstances, a Programme Examination Board may recommend, at its own discretion, in the interests of the student, the award of a mark for an individual module, without requiring all the items of assessment for that module to be completed, provided 65% of the assessment for that module has been completed on which a mark can be based.

36.10 The Award of Compensation Credits

Where a student has shown strength in other areas marginal failure may be compensated and compensation credits awarded within the parameters set out in section 22.

36.11 Illness or Extenuating Circumstances Affecting Ability to Undertake Assessment

36.11.1 Students may apply to defer an examination or submission of coursework where they have a valid reason for doing so through illness or Extenuating Circumstances. Such requests must be submitted on the required form and be accompanied by independent third-party documentary evidence. Such requests must be made prior to the examinations (excepting cases where it can also be evidenced that this was not possible – for example, due to hospitalisation) in order to be considered by the Extenuating Circumstances Sub Board. Examples of acceptable forms of "independent, third party documentary evidence" are given in the Extenuating Circumstances Policy for Undergraduate Students.

36.11.2 Where requests for deferred examinations or other assessment are not agreed, students will be allocated a fail grade if they fail to attend the examination and/or submit the work, and any resit mark will be capped at the pass mark of 40%.

36.12 Illegible Scripts

36.12.1 It is the candidate's responsibility to ensure that answers provided in examination scripts are legible and can be marked accordingly. Only black, blue or blue-black ink or biro should be used except where additional colours may be needed in diagrams, etc.

36.12.2 The Programme Examination Board reserves the right to return a mark of zero if the script is considered by the Programme Examination Board to be illegible.

36.12.3 At its discretion, the Programme Examination Board may require the candidate, at their own expense, to reproduce the answer in legible form under such conditions and within a timescale as specified by the Board.

36.13 Alternative Assessment for Modules Failed Owing to Extenuating Circumstances

The Programme Examination Board may also require an alternative form of assessment for all or part of a module e.g. a viva, provided that any alternative form of assessment for an individual student does not disadvantage students who have completed the module entirely satisfactorily. The decision of the Programme Examination Board should be reported to the St. Mary's University Undergraduate Examinations Board.

36.14. Recommendation for Award where Students are Unable to Complete Owing to Extenuating Circumstances

In cases where a student has completed most of the requirements for an award, but due to Extenuating Circumstances has been prevented by illness or other incapacity from completing all of the assessment requirements for an individual module(s) (in no circumstances exceeding 30 credits), the St Mary's University Undergraduate Examinations Board may exceptionally recommend that the student should receive the award.

37. Academic Integrity

37.1 It will be regarded as academic misconduct for any candidate to commit an act whereby he or she seeks to obtain for himself/herself, or for another candidate, an unfair advantage. The Undergraduate Students Academic Integrity Procedures outline the definitions and penalties for academic misconduct.

37.2 Students should be aware that the consequences of a finding of academic misconduct can be severe and could result in their programme of study being terminated.

37.3 A student may not present extenuating circumstances in mitigation of any type of academic misconduct.

38. Programme Termination by the Examination Board

38.1 A decision to terminate a student's programme of study may only be taken by the St. Mary's University Undergraduate Examination Board in the following circumstances:

i. On the recommendation of the Programme Examination Board where a student has failed a core module and no further retakes are granted;

ii. Where a student has undertaken no assessment for a particular semester or where there is negligible achievement, or where all right of resit has been exhausted and where no evidence of extenuating circumstances has been presented;

iii. Where they have not completed a programme within the timescales permitted in paragraphs 10.1 – 10.3;

iv. Where an offence of Academic Misconduct has been committed for which programme termination is the penalty;

v. Where an offence of Academic Misconduct has been committed for which the penalty does not permit the resitting of a substantive assessment on a core module.

38.2 When making decisions regarding termination, the University Undergraduate Examinations Board will consider the whole of a student's profile.

38.3 Decisions to terminate a student's programme may be rescinded by the Chair of the University Undergraduate Examinations Board acting on delegated authority of the Board where extenuating circumstances are presented which the student was not able to reveal previously for valid and evidenced reason(s). Such actions will be reported to the next meeting of the Programme Examination Board and the St. Mary's University Undergraduate Examinations Board.

39. Academic Appeals

A candidate who has reason to believe that they have been incorrectly graded in a particular module, or incorrectly failed, or awarded an incorrect class of degree has in certain circumstances the right of appeal. Students should refer to the Undergraduate Academic Appeals Policy for further details and guidance about submitting appeals.

40. The Conferment of Awards

40.1 Degrees are determined and conferred by the St. Mary's University Undergraduate Examinations Board acting on delegated authority of the St. Mary's University Academic Board.

40.2 The College will keep a permanent record of all awards made. The names of those who have received awards of St. Mary's University shall be published by the Head of Academic Administration in the Graduation Ceremonies Booklet, subject to Data Protection provisions.

40.3 Following the conferment of an award, an award certificate will either be presented at a graduation ceremony or sent to the successful student through the ordinary post to the student's address as listed in the College records.

40.4 A replacement certificate can be issued by the College only on receipt of a written request and on payment of the appropriate fee.

40.5 At the end of their programme students are entitled to a Diploma Supplement. The Diploma shall record each module for which the student has registered, the level, the credits gained (if any), the mark gained, and the award obtained. Transcripts may be obtained at other times subject to the payment of the appropriate fee.

41. Awards Ceremony

41.1 All students will be invited to attend an awards ceremony at the College for the presentation of their award.

41.2 Academic dress, as defined by St. Mary's University, shall be worn for the presentation.