

Academic Regulations – Assessment and Course Regulations

Approved by: *Academic Committee*
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Assessment and Course Regulations

1. Principle and Scope

1.1. This section of the academic regulations explains the below in relation to the courses that Regent's University London delivers:

- A. Registration, including the minimum and maximum periods
- B. Recognition of Prior Learning
- C. Assessment and Progression
- D. Subject Boards and Progression and Finalist Board
- E. Alternative Assessment
- F. Awards

1.2. Regent's University London offers courses as follows:

- A. Undergraduate courses with integrated Foundation
- B. Undergraduate courses without Foundation
- C. Postgraduate courses

Doctoral courses are validated by external bodies.

2. Entry Requirements

2.1. Entry requirements to all Regent's University London courses are confirmed and defined by the Admissions Committee and can be found here.

3. Registration Requirements

3.1. Registration may be defined as the process where students formally agree to be a student at the University. By registering, students agree to abide by the University's academic regulations and terms and conditions, and to become liable for fee payments.

3.2. All students must register via SITs: E-Vision portal, and complete the enrolment process at the commencement of their studies. If after week 4 of teaching the student has not enrolled, they will be withdrawn from the course for non-enrolment.

3.3. Students who do not meet the criteria and/or conditions as confirmed by the Admissions team will not be permitted to register. This includes providing the original copies of certificates and transcripts during the admission and/or registration stage.

3.4. If there are any outstanding debts to the University as a result of previous study, the debt must be cleared before starting a new course. In exceptional circumstances, students may have an agreed repayment plan with the Finance team.

3.5. The University uses the registration period to check and update key personal information in the student record. It is the responsibility of the student to update the University if their personal details change. This can be amended via the E-Vision portal.

3.6. Any conditions set because of the Break in Studies regulation must be completed before the student can be permitted onto the course, failure to do so may result in the student being withdraw.

4. Duration of Study

- 4.1. The minimum duration of a study for a course leading either to a named award or to direct entry onto a course (normally an integrated foundation course) of a higher order shall not be less than the minimum length specified for the course in the validated documentation. The only exception to this will be where a student has been granted RPL (recognition of prior learning).
- 4.2. All students are expected to complete the course within the prescribed time. However, there may be extenuating circumstances, and in such cases the maximum duration for the courses is set out below:
 - A. **Integrated Foundation:** the maximum duration is 1 year beyond the expected completion date of the course.
 - B. **Undergraduate:** the maximum duration is 2 years beyond the expected completion date of the course.
 - C. **Postgraduate:** the maximum duration is 2 years beyond the expected completion date of the course. For part time courses, the maximum duration is stated in the course specification.
 - D. **Foundation Certificate in Psychotherapy and Counselling:** the maximum duration is 1 year beyond the expected completion date of the course.

The maximum duration may be superseded by UKVI requirements, where applicable.

- 4.3. In relation to the maximum duration of study, there shall be no guarantee about the length for which a course or its modules shall be available.
- 4.4. Students on a break in studies will not have their maximum registration period extended on their return.
- 4.5. There may be course specific restrictions on the period of registration. If so, these will be listed in the course specifications.

5. Attendance

- 5.1. The University expects students to attend 100% of their classes. At a minimum students must maintain an average of 75%. If a student's attendance falls below the required expectations, then the student will be contacted in accordance with Regent's University London Student Attendance Policy.

6. Documentary Evidence of Study

- 6.1. There are documents available to students to evidence and confirm their study provided by the University. A student may be provided or request the following:
 - A. Records of attendance;
 - B. Records of credit;
 - C. Records of achievement;
 - D. Transcripts of modules taken and results of any assessments.
- 6.2. Such documents are not in themselves awards, although they may accompany awards.

7. Completion of a Course

- 7.1. Successful completion of a course requires the achievement of the specified learning outcomes set out in the course specifications.
- 7.2. Specific criteria for the successful completion of a course is set out in the Course Specification.

8. Recognition of Prior Learning (RPL)

- 8.1. Recognition or prior certified learning means the use of any learning that has been or will be awarded as a recognised qualification for exemption from a requirement of a course.
- 8.2. The University decision to award specific credit and therefore to exempt students from modules are based on identifying, describing, and assessing how far recognition of prior learning (RPL) outcomes are equivalent to our specified module learning outcomes. The University will also review the marking scheme and academic standard of the awarding body.
- 8.3. The maximum exemption is modules to the credit value of two thirds of an Undergraduate course.
- 8.4. Students joining an undergraduate course with advanced standing, RPL, should align with an academic level.
- 8.5. Normally RPL will be reviewed for awards and/or credits which have been awarded within a period of 3 years.

9. Assessment and Progression

- 9.1. The standard teaching/learning is as follows:
 - A. Foundation courses are normally a total of 24 weeks per year including assessment periods. However, variations to the standard patterns are permitted where specified within the validated course documentation.
 - B. Undergraduate courses are normally a total of 24 weeks per year including assessment periods. However, variations to the standard patterns are permitted where specified within the validated course documentation.
 - C. Postgraduate courses are divided into terms and consists of 1,800 notional learning hours including assessment periods and the period for writing up of a dissertation.
- 9.2. Assessment is conducted at two levels, firstly at module level and secondly at course level. Subject Boards ratify and confirm marks for each module. Progression and Finalist Boards receive marks from the Subject Boards and determine progression and when relevant, the award.
- 9.3. The progression regulations are as follows:

Foundation

- A. For Integrated Foundation courses students must achieve a minimum of 120 credits at level 3 before progressing to the next level of study.

Undergraduate

Students must achieve a minimum of 120 credits at each level before progressing to the next level of study. The following exceptions apply:

- B. A student may progress to the next level of study carrying a maximum of 24 credits from the lower level.
- C. Students are permitted to study up to 80 credits in each term.
- D. Where a student needs to resit or retake more than 24 credits worth of modules, the Progression and Finalist Board may deny the student the opportunity to resit and retake those modules and exit the student from the course with the highest eligible award.

Postgraduate

- 9.4. All courses, except where professional accreditation does not permit, shall have a single progression point even though it is within the same level as all other modules. That progression point being entry to a dissertation or capstone module. The following considerations will take place:
 - A. If there is a prerequisite module for the dissertation or capstone module, these module(s) must be passed in order for progression to the dissertation or capstone to take place.
 - B. Students will be permitted to progress onto a dissertation or capstone module trailing up to 20 credits.
- 9.5. Progression from module to module may also be pre-determined by module prerequisites, details of which will be noted in the course and module specifications. Students cannot be scheduled to undertake a module unless they have completed all the noted prerequisites.
- 9.6. Students should submit all assessments by the official submission deadline as set by the Module Leader.
- 9.7. Coursework and written assignments submitted on Blackboard up to and including 3 working days after the official submission's deadline will be accepted and marked but will be subject to the relevant capped mark. The capped mark is 40% for Foundation and Undergraduate courses and 50% for Postgraduate courses. Some assessments are not eligible for late submission; details of this will be noted in the course specification/assignment brief.
- 9.8. Coursework and written assignments submitted on Blackboard more than 3 working days after the deadline will not be accepted and will receive a mark of 0.
- 9.9. Once a student commences an examination or submits an assignment, they have deemed themselves fit to sit.
- 9.10. Students must adhere to the University's Academic Misconduct regulations when submitting any assessed work, formative or summative.
- 9.11. All modules shall be assessed in accordance with the module's published assessment methods. The Student Support & Welfare team will confirm arrangements for students with a disability or specific learning requirement requiring reasonable adjustment.

9.12. Modules will be provided a numerical mark for all assessments, unless specified otherwise in the course specification.

10. Role of First Marker

10.1. The first marker will provide feedback on the work and provide a rationale for how the grade awarded was reached.

10.2. The first marker will write substantive comments as part of the feedback. This may not apply in cases where it is not appropriate for the assessment, such as short answer, multiple choice, listening tests or mathematical-based tests.

10.3. All coursework must be submitted online via Turnitin in Blackboard. It is the responsibility of the marker to ensure that accurate marks have been entered into the SITs system.

10.4. The University will aim to provide feedback on the work and a grade in no later than 3 weeks (discounting the University closure period) from the submission deadline.

11. General Moderation Regulations

11.1. All assessments will have a marking scheme and marking criteria.

11.2. All written examinations will be blind marked and for in-class tests, it is the responsibility of the Module Leader to ensure fairness and transparency.

11.3. Internal moderation refers to a process by which a second academic member of staff reviews a sample of assessment pieces/scripts to ensure consistency of marking standards, fairness, and equity of each student mark/grade. The moderator is able to see the comments made by the first marker as well as the grade awarded. The moderation will be noted on the relevant form and moderators do not provide additional feedback to students.

11.4. The internal moderator will determine:

- A. Whether the marking is consistent with the marking criteria or marking scheme;
- B. Whether the resulting total mark is appropriate for the level;
- C. Whether all the marks for the assessment are appropriate in their distribution and representative of the full classification range;
- D. Whether there are any anomalies across all the marks and what reasons are behind them;
- E. Whether the work meets the necessary objectives and learning descriptors;
- F. Whether the feedback is constructive and comprehensive for the student to know what was well done and what was poorly done.

11.5. Where the internal moderator identifies any issues relating to the sample, the first marker and moderator must meet to discuss these issues. It is not the role of the internal moderator to change specific marks within a sample.

11.6. Where agreement is reached between the first marker and the internal moderator regarding any issues, the first marker must amend/adjust marks/grades on all scripts/pieces accordingly.

11.7. Grades and feedback should only be disclosed to the student when moderation is complete, and all grades have been agreed.

11.8. At Foundation level the following moderation requirements apply:

- A. Where a student has failed a component of assessed work with a weighting of 20% or about, the assessed work for this module will be internally moderated to determine whether this is the most appropriate outcome.

11.9. At Undergraduate level the following moderation requirements apply:

- A. Level 4 work is zero weighted for degree classification and therefore normally no internal moderation is required. Exceptionally where a student has failed a component of assessed work with a weighting of 20% or about, the assessed work for this module will be internally moderated to determine whether this is the most appropriate outcome.
- B. Level 5 and 6 work is internally moderated on a sampling basis.

11.10. At Postgraduate level the work is internally moderated on a sampling basis.

11.11. A sample of assessments contributing to 20% or more towards the total mark for a module, not each component, will be internally moderated. The sample will include a range across the classification bandings and all borderlines, all failures and all first class passes for modules contributing to the degree classification.

- A. A minimum of 10% of all assessed work from each relevant classification band or 10 pieces of work overall will be moderated (whichever is greater). Where the total number of assessed pieces is fewer than 10, all assessed pieces of work will be internally moderated.

11.12. All dissertations or equivalent within the course will be second marked independently prior to the first and second marker meeting. Where the first and second marker cannot reach an agreement, a third marker will be selected by the Course Leader. In the event of a disagreement the Director (Content) will act as final arbiter and may choose to seek the opinion of the External Examiner.

12. External Moderation

12.1. Module Leaders for all level 5, 6 and 7 modules are required to construct a sample of internally moderated work, in consultation with Registry, to be externally moderated by the relevant External Examiner(s).

12.2. The sample should include a range across the classification bandings, all borderlines, all fails and all firsts/distinctions, which is normally the same as the internal moderation sample.

12.3. External Examiners have the right to view all assessments in a module or course for which they are responsible.

13. Pass, Resit and Retake Board Regulations

- 13.1. All Foundation and Undergraduate modules have a minimum pass mark for assessments, which is 40%.
- 13.2. All Postgraduate modules have a minimum pass mark for assessments, which is 50%.
- 13.3. Where a total module mark equates to a borderline average of 39.5, 49.5, 59.5, etc., the mark will be rounded up by the student record system to the next integer, e.g., 40, 50, 60, etc.
- 13.4. For a student to receive a pass on a module they must achieve a minimum Total Module Mark (TMM), which is the weighted average of the grades achieved for all assessments. This is 40% for Foundation and Undergraduate level and 50% for Postgraduate level.
- 13.5. There may be course requirements whereby a student is required to achieve a pass mark for each component to be deemed as passing the module. The course specification will note this requirement.
- 13.6. If the TMM is below 40% for Foundation and Undergraduate level and 50% for Postgraduate level, the module will be deemed as a fail and the student will be required to resit the failed component(s). If a student subsequently fails the resit the student will be required to retake the module. The maximum number of retakes permitted is one per module.
- 13.7. The maximum mark obtainable for any module for which a student has completed a resit or retake is capped at the minimum pass for that module. 40% for Foundation and Undergraduate level and 50% for Postgraduate level.
- 13.8. No student who has passed a module or who has received a condoned pass in respect to that module may retake, resit it in order to achieve a higher mark.
- 13.9. The responsibility of each Board is to make judgements on student performance within approved regulations.
- 13.10. Subject Boards ratify and confirm marks for each module, and the Progression and Finalist Boards receive marks from the Subject Boards and determine progression (pass, resit, retake) and when necessary, the award.
- 13.11. Where a Subject Board confirms the deferral, as per the Extenuating Circumstances Regulation, the subsequent mark achieved will not be subject to a capped mark.
- 13.12. The Finalist and Progression Board will consider each student's overall performance at the completion of modules. The Board will receive marks awarded and make decisions regarding progression and awards. When a student is eligible for an award the Board will award according to the regulations for the award.
- 13.13. Where a module has a specific pre-requisite module, the pre-requisite module must be passed before a student proceeds to that module.
- 13.14. Where a Progression and Finalist Board has granted a resit of a component(s) within a module, then the student will automatically be scheduled for a resit of the failed components of the module at the next available opportunity following the Board. This will normally be in the next term; the submission deadline will be set by the Module Leader.

- 13.15. Where a Progression and Finalist Board has confirmed a retake, the student will automatically be scheduled to complete the retake at the next available opportunity. If a student subsequently fails a retake the Progression and Finalist Board will withdraw the student from the course for academic failure.
- 13.16. If a student has not made any academic progression over an academic year, the Progression and Finalist Board reserve the right to withdraw the student for lack of academic progress.
- 13.17. When a student has been withdrawn from a course for academic failure, they can appeal the decision as per the Academic Appeals regulation. If an appeal is not upheld, a student cannot reapply to the University to recommence that same course but may apply for a course with Regent's University London after a period of 12 months post the withdrawal date. The application will be considered in line with the Admissions process and policy.

14. Condonement

- 14.1. The Progression and Finalist Board can apply Condonement to a maximum of 20 credits and only once for each level at 4, 5, 6, 7. This can be for one 20 credit module or 2 10 credit modules.
- 14.2. Condonement does not apply to a Foundation course.
- 14.3. Any condoned modules are recorded as a condoned pass and credit is awarded (note the grade/mark is not changed). The original grade/mark will be included, as necessary, in the calculation of the final degree classification.
- 14.4. The below is the criteria for a condoned pass to be eligible and applied:
- A. Students have attempted all components, to ensure that all learning outcomes are assessed.
 - B. A student has achieved an overall module mark of between 35-39% in an Undergraduate course or 45-49% in a Postgraduate.
 - C. Only a maximum of 20 credits can be condoned at each level.
 - D. The module is eligible for condonement. The course specification will note when a module cannot be condoned. This is normally due to course specific requirements.
- 14.5. In the consideration of the award of a condoned pass, the Progression and Finalist Board should be satisfied that the student has sufficiently engaged with the module and the course learning outcomes have been met elsewhere.

15. Study Abroad

- 15.1. Study Abroad is available for Undergraduate students. Details of which courses offer Study Abroad are detailed in the course specifications.
- 15.2. Where there is a language requisite, the minimum language level will be noted in the course specification. The course specification will also outline any other requirements.
- 15.3. On the return from a Study Abroad period a student must meet the University progression regulations.
- 15.4. If a student failed the Study Abroad term, the following will be explored, but will be dependent on the partner institution:

- A. Completion of a resit with the partner institution;
- B. Replacing the failed credit by taking an additional credit from their course;
- C. Reviewing whether the study abroad term can be condoned.

16. Alternative Assessment

16.1. There may be occasions when an alternative method of assessment is required, normally due to exceptional circumstances. The Student Support team will liaise with the Director of Learning and Teaching (who will work in conjunction with the relevant Director (Content)) and the Quality team to confirm the assessment, whilst ensuring that the relevant learning outcomes are achieved.

17. Awards

17.1. Certificates for Undergraduate and Postgraduate awards produced by Regent's University London will be issued within 3 months of the date of the Progression and Finalist Board.

17.2. The course specification will detail any other requirement which needs to be completed for an award to be granted, for example work placement. A student may only receive one award in respect of any course of study.

17.3. The Progression and Finalist Board will confirm an award upon a student's completion of the course or review the eligibility of an exit award upon withdrawal of a student from a course (upon request of the student or by the University).

17.4. If a student accepts a lower award, they may not return to the original course of study nor apply to transfer those credits to another Regent's University London course.

17.5. For any award, credit at a higher level can count in place of a credit at a lower level but cannot be counted again towards a subsequently taken higher award.

17.6. A student who, by completion of course requirements, has received or is eligible to receive an award, may not submit additional work for assessment for the purpose of improving an award classification.

17.7. Credits gained for a module may be counted towards only one named degree award.

17.8. Variation to the University framework for degree classification must only be under exceptional circumstances to meet professional, statutory and/or regulatory body requirements as specified in the course specification.

Criteria for Undergraduate Awards, including Exit Award

Award of a Certificate of Higher Education

17.9. To qualify for the award of a Certificate of Higher Education, a student must have passed modules worth at least 120 credits at Level 4 or higher.

17.10. A student must complete any other requirement for Level 4 as specified within the course specification, for example work placement.

Award of a Diploma of Higher Education

- 17.11. To qualify for the award of a Diploma of Higher Education, a student must have passed modules worth at least 240 credits, including 120 at level 5.
- 17.12. Level 6 credits counted towards a Diploma of Higher Education may not be counted separately towards a subsequently taken higher award.
- 17.13. A student must complete any other requirement for level 5 as specified within the course specification, for example work placement.

Award of a Non-Honours Degree (Ordinary Degree)

- 17.14. To qualify for the award of Non-Honours Degree a student must have been awarded at least 300 credits overall, including at least 120 credits at Level 4 and 5 and 60 credits at Level 6.
- 17.15. A student must complete all other requirement of award as specified within the course specification, for example work placement.
- 17.16. The Non-Honours award is an unclassified degree.

Award of an Honours Degree

- 17.17. To qualify for the award of an Honours Degree a student must have been awarded at least 360 credits overall, including at least 240 credits at Level 5 and 6, of which at least 120 credits are at level 6.
- 17.18. A student must complete all other requirement of award as specified within the course specification, for example work placement.

Classification Weighting

- 17.19. In determining the classification of an award only Levels 5 and 6 of an Undergraduate course of study count towards the final degree classification. The method for determining is based on an average of the Total Module Marks, weighted as follows:
- A. Level 5: 30% towards final classification
 - B. Level 6: 70% towards final classification
- 17.20. The credit based average calculation will be determined as follows:
- A. All modules are split into 10 credit modules, therefore a 40 credit module is split into four 10 credit modules and the mark will be counted four separate times;
 - B. The average of all the 10 credit modules at level 6 is calculated and multiplied by 0.7 (to give the 70% weighting)
 - C. The average of all the 10 credit modules at Level 5 is calculated and multiplied by 0.3 (to give the 30% weighting)
 - D. The two weighted marks are combined to give the final degree classification.
- 17.21. When a student has had RPL and entered at Level 6, then 100% of the Regent's award will be calculated using Level 6 modules.

17.22. Where a course contains a Study Abroad term, all grades received by a student at an international partner university or college will be converted to an equivalent Regent's University London grade, in accordance with the institutional grading scale and grade conversion table. Once converted, the grades will be included in the calculation of a student's final degree classification, as required.

17.23. The Undergraduate percentages and degree classification are as follows:

- A. 70-100%: First Class
- B. 60-69%: Upper Second Class
- C. 50-59%: Lower Second Class
- D. 40-49%: Third Class
- E. 0-39%: Fail

17.24. After the final degree classification has been calculated, any student achieving an overall credit weighted average minimum of 39.5, 49.5, 59.5 or 69.5 will be classified as a borderline student. In determining the average, it will be rounded up, e.g., 69.5 will become 70.

Criteria for Postgraduate Awards, including Exit Award

Award of a Postgraduate Certificate

17.25. To qualify for the award of Postgraduate Certificate, a student must have achieved at least 60 Level 7 credits and should have achieved at least 50% in each module defined in the schedule of assessment.

Award of a Postgraduate Diploma

17.26. To qualify for the award of a Postgraduate Diploma, a student must have achieved at least 120 Level 7 credits and have achieved at least 50% in each module defined in the schedule of assessment.

Award of a Master's Degree

17.27. To qualify for the award of a Master's Degree a student must have achieved at least 180 Level 7 credits and have achieved at least 50% in each module defined in the schedule of assessment.

17.28. A student must complete all other requirements of the award as specified in the course specification.

17.29. The method for determining the final classification is based on a credit based average method of the Total Module Mark (TMM). The credit based average calculation will be determined as follows:

- A. All modules are split into 10 credit modules, therefore a 40 credit module is split into four 10 credit modules and the mark will be counted four separate times;
- B. The average of all the 10 credit modules is calculated to give the final classification of the degree.

17.30. Where a course contains a Study Abroad term, all grades received by a student at an international partner university or college will be converted to an equivalent Regent's University London grade, in accordance with the institutional grading scale and grade conversion table.

Once converted, the grades will be included in the calculation of a student's final degree classification, as required.

- 17.31. Where a student has RPL credits from a course or modules not validated by Regent's University London, only credits are imported onto the course.
- 17.32. A classification of Pass is awarded for the course as a whole if the student has passed all the required modules (180 credits for Master's Degree, 120 credits for Postgraduate Diploma or 60 credits for Postgraduate Certificate) at Level 7.
- 17.33. A student obtaining a credit weighted average mark of at least 60% will be considered for award with Merit.
- 17.34. A student obtaining a credit weighted average mark of at least 70% will be considered for award with Distinction.
- 17.35. After the final degree classification has been calculated, any student achieving an overall credit weighted average minimum of 39.5, 49.5, 59.5 or 69.5 will be classified as a borderline student. In determining the average, it will be rounded up, e.g., 69.5 will become 70.
- 17.36. The Postgraduate percentages and degree classification are as follows:
- A. 70-100%: Distinction
 - B. 60-69%: Merit
 - C. 50-59%: Pass
 - D. 0-49%: Fail

18. Aegrotat Awards and Posthumous Awards

- 18.1. When the Board decide that there is sufficient evidence of a student's performance to award a degree with pass or honours classification and is satisfied that the student would have achieved the required standards but for certified illness/absence/, or other valid reason then an Aegrotat Award may be awarded. The award will be dependent upon the student's level as follows:
- A. Level 4 Certificate of Higher Education
 - B. Level 5 Diploma of Higher Education
 - C. Level 6 Honours Degree
 - D. Postgraduate Certificate
 - E. Postgraduate Diploma
 - F. Master's Degree

- 18.2. Aegrotat awards are unclassified. Before such an award is made the student must indicate that they are willing to accept the award and understand that this implies waiving the right to be reassessed.
- 18.3. Any award listed in the student's course specification may be conferred posthumously by the Progression and Finalist Board and accepted on the student's behalf by an appropriate individual.

19. Rescinding an Award

- 19.1. The Vice-Chancellor or their nominee may rescind any University award which has previously been conferred on a student following recommendation from the Progression and Finalist Board

if it has been established that either academic misconduct has taken place or the original decision of the award was made on misleading or incorrect evidence and/or information.

19.2. A Progression and Finalist Board may rescind academic credit including credit awarded by the University where evidence has come to light concerning academic misconduct or the original evidence presented for the credit is seen to have been falsified, misleading or incorrect. Where students who have incorrectly progressed and where academic misconduct was subsequently found to have taken place, they must be required to retake or take those modules which they either passed or were compensated for under false pretenses.

20. Doctorate Level

20.1. Current collaborative arrangements to offer research degree opportunities for students at Regent's University London comprise of the following:

- A. Open University (OU) awards: currently on teach out. Professional Doctorate in Counselling Psychology (DPsych), accredited by BPS and HPCP. This programme is governed by the Open University regulations.
- B. University of Wales awards: currently on teach out. Professional Doctorate in Counselling Psychology or Doctor of Philosophy in Psychotherapy and Counselling studies (MPhil/PhD).
- C. University of Northampton awards: Doctor of Philosophy in various disciplines (MPhil/PhD).

20.2. Course specific regulations are detailed in the course specifications.