

# KIBOGORA POLYTECHNIC

## GENERAL ACADEMIC REGULATIONS

### *Introduction*

1. These regulations are approved by the Board of Directors and may only be amended by the Board of Directors
2. The regulations are binding on all staff and students of the University. The power to waive the regulations in exceptional circumstances is vested in the Rector. The Rector must declare to the Board of Directors any waivers in writing and for a limited period.

### **Awards**

3. The authority, nature, purpose and organisation of the University is defined in the **Governance Manual**
4. The University will only make awards which it is approved to make. These may include the awards of Certificate of Higher Education, Diploma of Higher Education, Advanced Diploma of Higher Education, Bachelor of Arts, Bachelor of Science, Bachelor of Education, Bachelor of Medical Science and Bachelors' Degrees with Honours.
5. Each programme is composed of modules with defined credit values. Each programme will contain sufficient credits for the target award. For a fulltime programme these are spread evenly over a minimum duration as shown in the Qualifications Framework (table1).
6. Table 1 - Qualifications Framework

| Target Award         | Minimum Credits for award | Level              | Duration (full-time) in years |
|----------------------|---------------------------|--------------------|-------------------------------|
| Certificate          | 120                       | 120 at L1          | 1                             |
| Diploma              | 240                       | At least 120 at L2 | 2                             |
| Advanced Diploma     | 300                       | At least 60 at L3  | 2.5                           |
| Bachelors (ordinary) | 360                       | At least 60 at L4  | 3                             |
| Bachelors (Honours)  | 480                       | At least 120 at L5 | 4                             |
|                      |                           |                    |                               |

7 These regulations apply to all programmes in the Framework.

8. Where programmes need to vary these regulations or require additional regulations, these will be included in the approved and published Programme Documents. With the exception of variations specifically approved at programme validation, however, in the event of any conflict these General Regulations shall have precedence over the Programme Document, and any updated General Regulations published by NCHE will have precedence over these regulations.

### ***Years, Sessions, Semesters and Terms***

9. Students normally register for an academic year, starting in September, on either a full-time or part-time basis. The University offers three full-time modes of study – Daytime, Weekend and Evening.

Exceptions may include students registered for modules on a credit accumulation basis, students repeating modules, those on exchange visits, students who may have taken an approved interruption of studies, or part-time or postgraduate students whose validated programmes run for a calendar year of three semesters. A full-time student is one who takes 120 credits of modules during the academic year (see below) or 180 in a calendar year, according to the requirements of the programme. A part-time student has permission to cover the same ground over a longer period and so to take fewer credits in a given year.

10 The academic year when the institution is "in session" for students is divided into two semesters. For Daytime students each notionally comprising fifteen weeks of learning, teaching and assessment – normally twelve weeks of teaching, a week of consolidation and two weeks of examination.

For Evening and Weekend students each semester comprises 22 weeks of learning teaching and assessment, normally eighteen weeks of teaching, a week of consolidation and two weeks of examination. Weekend students may take one or more intensive block courses to complete the learning.

The **Academic Calendar** specifies the dates for each year.

11 The above model does not apply to part-time programmes provided as part of the institution continuing education activity, or to other programmes with internship or clinical year requirements. If some elements must be undertaken outside the teaching semesters then this shall be specified in the validated Programme Specification.

### ***Transfer***

12 Where programmes are available in various modes, students may be permitted to transfer between modes within the institution at an appropriate point in the programme as specified by the Faculty managing the programme.

13 Students who have accumulated credit at one or more approved institutions within Rwanda or outside may apply to have this credit taken into account when joining a programme at the Institution. The determination of the amount of credit to be awarded,

the point of the programme which the student should join and/or the modules to be taken or excused will lie with the Vice Rector Academic, acting on the advice of the Dean managing the programme.

### ***Admission***

14 To be admitted to lectures or other teaching/learning activities of the institution or to examinations or other assessments, students must be registered on the appropriate programme.

15 To be admitted to the first year of an undergraduate programme it is necessary to have a Rwandan National Examination Certificate with a pass at the minimum level permitting entry to higher education or a qualification or other evidence of ability to study on the programme, and contribute to the learning of others, which is considered equivalent. (The minimum acceptable level will be specified in the edition of the *National Student Admission Policy* currently in force.) Applicants must also demonstrate sufficient competence in English to study at Higher Education level 1. Individual programmes may set requirements above the minimum level.

16 The Institution adopts the *National Policy on Equality and Diversity of Opportunity* on student admissions. Students who declare disabilities will be enrolled if the University can make reasonable adjustments to allow the students to complete all the work in the programme (including placement modules) and attempt the assessments.

17 Students must register individually during the registration period at the beginning of each semester before the beginning of teaching. Students have the option to register for the whole academic year. The dates between which students may register shall be advertised by Registry before the end of the preceding academic year.

18 Procedures for registration, documents to be produced, entry requirements and fee levels shall normally be published by the institution at least six months before the beginning of the registration period.

19 Every student will be issued with an identity card bearing their full name, number, photograph and signature which must be carried at all times and may be checked at any time for authorisation to attend lectures, borrow books, use computers and sit examinations. Identity cards are the property of the institution and may be recalled in the event of financial or disciplinary irregularities by students, or withdrawal.

20 Late applications to register should be exceptional. They should be addressed in writing to the Registrar, stating the reasons for the lateness, within fifteen days of the end of the Registration Period. The Registrar will decide on the case with the advice of the Faculty responsible for the programme on which registration is sought.

21 Students requesting entry with credit transferred from another Higher Education Institution must do so by the last working day in July of the year preceding the academic year for which entry is sought.

22 All students are required to supply the Registrar with a postal and residential address and an address for the receipt of the Institution's accounts. Any change of address must be notified within seven days of the change. Official correspondence sent to the address provided by the student will be deemed to have been received by him or her.

23 The names under which students are registered will be used on all Institution documents. Any request for change of name must be supported by legal documentation.

24 A student's registration may be withdrawn at any time during the academic year by the Vice Rector Academic on the grounds of a serious omission or false declaration at registration or an absence without permission or justification of more than a month during the academic year. Such exclusion shall last for a period of three years.

25 Registration may be withdrawn by the Vice Rector Academic and students excluded from the Institution on disciplinary grounds (see *Student Guide to Orientation & Conduct*)

### ***Suspension of registration***

26 Students may make a written request to their Dean to suspend their registration for the whole or the remainder of an academic year, producing evidence of circumstances that make it impossible for them to continue with their studies but which do not preclude them from coming back in the following year. Such requests will be granted automatically, on provision of medical evidence, in cases of serious or debilitating illness, or handicap which may require time to overcome, or requests for maternity leave, or the death or illness of a close relative or dependant. Other kinds of reasons may also be given, and the decision will be taken by the Dean on the strength of the evidence that a period of suspension is needed and the likelihood of the student being able to return to his or her studies at the beginning of the next year.

27 In the case of a suspension that starts after the beginning of an academic year, any passing grades already earned during that year will be retained on the student's record and the student will not be required to redo these assignments/ examinations but will rejoin the programme at an appropriate point to be agreed with the Programme Leader.

28 Normally only one such period of suspension shall be granted and for only one year. The exceptions are requests for maternity leave, debilitating illness/handicap where medical evidence suggests that the student will be able to return to study within a further year, and events or conditions occurring so close to the end of an academic year that the circumstances that made the request necessary will clearly still be in force in the next year.

29 Repeated suspension shall not be granted for chronic, on-going medical conditions. Instead the Dean shall consult with the student and the Institution's medical officer or other disability officer to see what help the Institution can offer that will help to overcome the effect of the condition insofar as ability to study is concerned.

30 No student may suspend studies for more than two years, nor may there be more than one period of suspension at any given level. Instead, students should re-apply for

admission with transferred credit, under whatever admission rules are in force at the time.

### ***Programmes of Study***

31 A programme of study consists of a set of modules which together have a defined set of learning outcomes which a student must complete to the satisfaction of a Board of Examiners in order to be eligible for the award of a qualification. Certain programmes may also include internship/clinical training and other elements which a student must complete to the satisfaction of the Examiners.

32 Details of the programmes and modules available to students, the programme requirements, methods of tuition and assessment shall be published annually.

33 All modules and programmes of study must be approved by Senate before they are advertised and before any students may be admitted. The specific requirements approved by Senate are detailed in a Programme Specification Form which has been scrutinised and approved by a Validation Panel chaired by the Vice Rector Academic or his or her representative. For further detail see the **Quality Assurance Manual**

34 Programme requirements must include, as appropriate, the code/reference, title, level and credit value of the modules to be completed, clearly indicating which modules are compulsory or optional, together with any information on other additional course elements which may be required for the award.

35 The programme requirements may indicate specific core modules which must be passed at each level and any other requirements for progression or for successful completion of the programme.

36 Modules shall be credit-rated, normally in multiples of 10 credits, where a credit is defined as ten hours of notional student learning effort. 20-credit modules shall be the norm at undergraduate level, but modules of other lengths are also permitted.

37 The following skills modules, on which a pass is compulsory for progression/graduation, may be included in all full-time undergraduate programmes: language (French and/or English, according to need as measured by an initial proficiency test); computing and information technology; communication and study skills; personal development planning. These modules may not bear a credit rating and may be additional to the programme's academic modules. If so, it is required that they be passed but they do not contribute to grade-point averages, distinctions or honours classification.

38 Where programme requirements include a substantial period of internship/ industrial placement/clinical study, achieving a pass on this will be a requirement for progression/graduation. The Programme Specification will declare whether this period is graded and counts towards grade-point averages, honours classification or the award of distinction.

## **Modules**

39 A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes. Modules provided for undergraduate programmes of study which are available on a full-time basis will normally be taught within a single semester but may stretch across two semesters within a single academic year.

40 Modules which, for sound academic reasons, require inputs outside the normal semester period (e.g. field courses) shall require specific approval by the Senate.

41 There shall be a module description for every module approved by the Senate, which includes the following: Faculty/Department, title, code/reference number of the module, its level and credit value, co-requisites, pre-requisites or prohibited combinations, the member(s) of staff responsible for the module, whether it is taught in semester 1 or 2, the learning outcomes, a brief description of the content, the learning and teaching strategy, key resources and the forms of assessment. This document shall have been scrutinised and approved at Faculty level and shall have been available to the Validation Panel which advised on the approval of the Programme.

42 Module descriptions may include pre-requisite and/or co-requisite modules, and programme specifications may prohibit certain combinations of modules. A pre-requisite is a module for which a student must have obtained credit before undertaking another specified module or modules. A co-requisite is a module which a student must take in conjunction with another module or modules within a single level. A prohibited combination is a set of two or more modules which may not be taken together within the same programme.

43 All modules must be defined by level and credit value. The level of a module is an indicator of the relative demand, complexity, depth of study and learner autonomy involved in the module. Level descriptors are given in the NCHC *Qualifications Framework*.

44 Only one level may be assigned to a module, although there may be occasions when it may be possible for some or all of the content to be delivered in common for modules at different levels. In these instances, the modules will be clearly differentiated by separate learning outcomes and assessment and will be identified by separate module code numbers.

## **Assessment**

45 The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any module shall be appropriate for this purpose.

46 Modules are typically assessed by coursework – assignments carried out during the teaching weeks, where grades and feedback are provided before the final examination – and by a final assignment or examination at the end of the semester.

47 Students will normally receive feedback on their provisional grade (final grades are determined by the Board of Examiners) and performance on coursework within three

weeks of the due date or at least a week before the next piece of assessed work on the same module, whichever is earlier. The Dean will monitor the timeliness and quality of feedback to students.

48 No member of academic staff shall mark coursework, examine orally or invigilate or mark examination scripts produced by students with whom he or she has a close relationship, nor shall he or she be a member of an Examination Board considering such students. (Where this bars a Dean or a Programme Leader from a particular Board, a substitute shall be appointed by the Dean or Vice Rector Academic, as appropriate.) Members of staff are required to excuse themselves if they feel their impartiality might be brought seriously into question with regard to any particular student.

49 A ten-credit module may typically be assessed by one two-hour examination and one substantial piece of coursework (e.g. a 3,000-word essay) or two shorter pieces of coursework (e.g. a 1,000-word essay, an assessed oral presentation). A twenty-credit module may typically be assessed by a three-hour examination and two substantial pieces of coursework. Other assessments should be of equivalent burden and are described in the *Guide to Assessment*. The assessment burden for modules of other lengths shall be in proportion to their size.

50 The grade for a module is made up of the grades for individual assignments, weighted as approved in the Programme Specification. All assignment, module and programme marks shall be presented as percentage scores. Coursework may typically make up 40% of the module score and final assessment 60%.

51 Marks of all assignments contributing more than ten per cent to the module score shall be moderated internally, by second marking by another academic or by marking of a sample of scripts to assure the validity of the standard. All assignments at HE Level 4 or higher or leading to a specifically validated exit award, and carrying a mark of more than twenty per cent of the module score, shall be moderated by an external examiner.

52 There can be no appeal against academic judgment, but students may appeal against a grade on the grounds of factual error in the marker's comments, demonstrable bias, or maladministration of the process. Such an appeal shall be lodged in writing with the Dean of the Faculty responsible for the Programme within one week of the mark being published, stating the grounds for the appeal which must be supported by evidence. The appeal shall be considered by a committee consisting of the Dean, the Programme Leader (or another academic member of the programme team if the Programme Leader is the marker) and one other academic member of staff with relevant knowledge from outside the team, and this committee shall change or confirm the grade.

### ***Projects***

53 Unless otherwise specified in the programme documentation and agreed with a supervisor, undergraduate projects (memoire, theses) are an optional part and not compulsory part of their programmes. They must be submitted by the time specified, which will be no less than four weeks before the end of the academic year in the case of undergraduate projects. (Students will not receive any extra funding for memoire and where a teacher agrees to supervise a special project, the special project shall be

regarded as part of the teacher's work and no extra compensation shall accrue to the teacher for memoire).

54 The undergraduate Project shall consist of original research, investigation, compilation or experimentation, making some contribution to knowledge in the relevant discipline. Unless otherwise stated in the Programme Specification, all Projects and Dissertations shall be the student's individual and original work

55 Undergraduate students shall be assigned their supervisor for the Project at the beginning of their final academic year or the end of the preceding one. Undergraduate students are expected to have agreed a plan or work with their supervisor(s) within two months of the start of the academic year.

56 Where it is appropriate to the discipline or field of study and specified in the Programme Document, a construction or performance may stand in place of a Project or Dissertation but must be accompanied by a reflexive written account which demonstrates that the work meets the criteria for the award, of a length specified in the validated Programme Specification.

57 The maximum length for projects and dissertations on taught programmes shall be as follows unless otherwise stated in the Programme Specification:

*Arts/Humanities/Social Sciences* Undergraduate Projects: 12,000 words

*Science/Engineering/Mathematics* Undergraduate Projects: 6,000 words

58 Where it forms the final assessment of a programme, no resubmission of an undergraduate Project, or extension of time, shall be allowed except where explicitly specified in the Programme Specification or because submission was delayed for medical reasons

59 Students may be required to make an oral defence of their Project or Dissertation. The defence shall not normally extend beyond half an hour for undergraduate Projects.

60 The examiners shall normally be the supervisor and another, senior member of the relevant discipline. The examiner who is not a supervisor of the project shall be the Chair of the panel of examiners. Where there is substantial and irreconcilable disagreement between examiners, the view of the Chair shall prevail.

61 Examinations shall be postponed if the candidate's absence from them is authorised. Where students fail to attend to defend the Project, Dissertation or Thesis without authorisation, and retrospective authorisation is not granted, they shall be given one more opportunity to do so, not earlier than two weeks from the date of the examination or later than two months from it. Those failing to attend on the second occasion shall be deemed to have failed.

62 Undergraduate students who fail the Project component of a programme will be deemed to have failed the final year; they may be awarded an ordinary degree if this possibility is included in the validated Programme Specification.

## ***The Conduct of Examinations***

63 The Module leader shall be the Chief Invigilator for examinations of his or her module (or a substitute nominated by the Dean if he or she is unable to be present), supported by other academics as invigilators. There shall be one invigilator for every thirty students, and minimum of two invigilators for every examination room.

64 Talking among candidates, looking at each other's work or any unauthorised material shall not be permitted in examinations and shall be grounds for exclusion from the examination by the Chief Invigilator, who also has the power to initiate disciplinary proceedings for cheating (see below).

65 At the beginning of an examination the Chief Invigilator shall remind students of the length of the examination, warn them that they may not talk to each other or look at each other's work during the examination and tell them when they may start. Students shall be told how long remains at the end of each hour and 30 minutes and ten minutes before the end of the examination. When the Chief Invigilator announces the end of the examination, all writing must cease.

66 Students may not enter an examination after it has started except with the permission of an invigilator and may not hand in their scripts and leave within one hour of the end of the examination.

67 Any student needing to leave the examination room during an examination for an unavoidable reason with permission and with the intention of returning must be accompanied by an invigilator.

68 Except where specified in the Module Description, students may not bring into the examination room any books, papers, calculators with text facility or mobile telephones.

69 Students must confirm their intention to take an examination with the Directorate of Academic Services before the examination, at a place and during a time period specified by the Institution. The place and time period shall be prominently advertised at least two weeks before the beginning of the first examination. A registration number shall be issued at this time.

70 When attending examinations, students must display their student identity cards and registration cards on the examination desk before the start of the session and fill in an Attendance Card which must be verified by an invigilator.

## ***Cheating***

71 Cheating of any variety is a serious disciplinary offence and may render the student liable to failing an assignment or examination, failing a module, failing a Level or temporary or permanent exclusion from the Institution. 'Cheating', here, includes (but is not confined to) plagiarism and passing off another's work as the student's own, collusion between students in the production of submissions which are required to be individually authored (though discussion of their content is permitted), the fabrication of laboratory, practical or observation data, any attempt to obtain copies of unseen examinations or tests beforehand or to influence their contents or the marks given to

submissions by threat or inducement, and the impersonation of a candidate by another in an examination. Unsuccessful attempts to cheat are regarded as seriously as successful ones.

72 Students who help or conspire or collude with someone to cheat shall be held equally guilty and shall receive the same penalty.

73 Where a member of staff detects or suspects cheating on the part of a student, the Head of Department responsible for the Programme must be notified in writing as quickly as possible and in all cases within seven days of the cheating being detected, and evidence must be provided to support the charge.

74 If the Head of Department is satisfied there is a case to answer, he or she shall send copies of the evidence to the Dean, the Vice Rector Academic and the student within three working days of its receipt. The evidence shall be copied to the student with a covering letter including an explanation of the procedures to be followed. The student shall then have five working days to submit a defence or justification in writing.

75 A Committee made up of the Dean (or nominee), the originator of the charge, the Head of Department and another senior academic of the Faculty shall consider the evidence and the student's reply, decide whether it appears that cheating has occurred and recommend a penalty, which shall be confirmed by the Vice Rector Academic. The Committee may also refer grave cases to be dealt with under the Disciplinary Regulations.

76 If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Vice Rector Academic and the Committee and may bring a friend to support him or her. He or she shall be warned, however, that if the verdict is confirmed by this hearing then the recommended penalty may be increased.

77 If the student makes such an appeal and then fails to attend the hearing, it shall be held in his or her absence, the evidence reviewed and the penalty reconfirmed or varied.

78 The normal penalty for a student's first offence shall be substituting a mark of zero for the assignment or examination (at Level 1) or failure of the module (at Level 2), though in either case a higher penalty may be imposed at the discretion of the committee and the Vice Rector Academic if the offence appears grave. Cheating at Level 3 or higher, and second/subsequent offences, shall always be punished by temporary or permanent exclusion from the Institution, according to the gravity of the offence. The penalty for any proven attempt to harass or corrupt a lecturer in order to gain advantage shall always be permanent exclusion.

79 When plagiarism is proven for any component of a Project on an undergraduate degree, or the dissertation of a higher degree that has been submitted for summative assessment, the student shall fail that assignment without possibility of resubmission. Undergraduate final-year students may be awarded an ordinary degree.

80 Where plagiarism or other cheating is discovered in a project, dissertation or thesis after the award of a degree, a hearing analogous to an appeal hearing shall be held to consider it in the same way as if it had been discovered before the award. Every reasonable effort must be made to contact the student, but if these efforts are

unsuccessful during a six-month period, the hearing shall be held in his or her absence. If the charge is proven, the degree will be withdrawn. In this case the student has a right of appeal to a hearing chaired by the Rector.

81 Where draft project or dissertation work is submitted to a supervisor purely for comment, rather than for the award of marks or credit, and plagiarism or another form of cheating is suspected, no technical offence has been committed because there is no attempt to obtain grades or credit dishonestly. However, the supervisor shall warn the candidate, and also the examiners of the final work if he or she is not one of them.

82 A record of any proven charges of cheating, attempted cheating or collusion in cheating, and the penalty awarded, shall be held on the student's file and the record shall be produced to the Committee in any further cases involving the same student.

83 Any member of staff proved to be complicit in a student's cheating shall be liable to summary dismissal and may be liable to criminal proceedings.

### ***Examination Boards***

84 Each Faculty shall establish an Examination Board to consider student grades and determine whether students may proceed. The Board shall be chaired by the Dean (or nominee) and consist of all members of staff on permanent contracts, plus all Programme Leaders, plus such appropriately qualified staff members on temporary contracts as shall be nominated by the Dean, plus a member of the staff of the Quality Office, and a properly appointed External Examiner. The Board shall consider student progression at the end of each Level and shall take note of the progress of part-time students within levels.

85 The quorum for such meetings is three quarters of the potential full attendance, and the Dean (or his or her nominee) must be present as Chair.

86 In cases of dispute, decisions shall be taken by an absolute majority of those present. In the case of a tied vote the outcome most favourable to the student shall be taken.

87 The details of the Board's deliberations are confidential and shall not be conveyed to any student or other person outside the Board, except in the Board's confidential minutes.

88 The Minutes of the Board shall be passed to the Vice Rector Academic for onward transmission to and ratification by Senate.

### ***Progression***

89 Module leaders are responsible for delivering the list of module grades to programme leaders, and programme leaders are responsible for presenting the grades for all the modules in a programme to the Examination Board, by a time to be specified by the institution.

90 Marks awarded for each module will be provisional until confirmed by the relevant Board of Examiners and by Senate.

91 A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved. The pass mark for all levels shall be 50% on undergraduate programmes.

92 Where a module has more than one assignment, students are normally required to pass them all, but students who have failed one assignment but achieved a grade of at least 45% on undergraduate programmes may be allowed to pass the module provided their overall module average reaches the pass grade.

93 Candidates who fail an assignment or examination but achieve a grade of at least 30% in it shall be allowed resubmission or a supplementary examination at a specified time, but the grade awarded will be capped at the pass mark unless mitigation has been allowed. Only one such attempt shall be permitted except under special circumstances approved by the Vice Rector Academic.

94 A candidate who fails to attend a required examination or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of zero for that examination or assessment, unless mitigation or leave of absence has been allowed in the light of the student's circumstances.

95 The minimum credits for progression from level 1 to level 2 and level 2 to level 3 on all programmes shall be 100 credits at each level for full-time students. Students allowed to progress shall retake any failed modules during the next year. At minimum students should in addition have reached the level of a pass on the test of language competency to progress from level 1 to 2; at validation, programmes may set higher requirements for progression.

96 Exceptionally a student who is otherwise qualified to progress but has failed a language test may be permitted to progress to level 2. No student will be permitted to progress from level 2 to 3 until they have passed the language test. Programmes may at validation set additional requirements for progression.

97 Part-time students shall be permitted to progress to a pattern of study in the next year which includes some modules from the next level when they have achieved at least 80 credits at the previous level, but they must include all the as yet unpassed modules from the lower level. Part-time students should always take academic advice before committing themselves to a new year's module choices.

98 The minimum credits for progression from level 3 to level 4 for full-time students will be 40 credits on all programmes. Students allowed to progress shall retake any failed modules during the next semester. At validation, programmes may set additional requirements for progression.

99 The minimum credits for progression from level 4 to level 5 for full-time students will be 40 credits on all programmes. Students allowed to progress shall retake any failed modules during the next year. Programmes may at validation set additional requirements for progression.

100 Where stated in the validated Programme Specification, certain modules may be designated 'core', and progression to the next level will not be permitted until these modules have been passed (except that part-time students may declare a pattern of module choice which includes some modules from the next level, providing all the as yet unpassed modules from the previous level are also included.).

101 Students who are not allowed to progress to the next level will be allowed to register as a part-time student and repeat the modules they have failed, but a bare pass will be the maximum grade they can achieve. (However, students who re-take the entire year will not have their achievable grade capped in this way.) In either case, student's transcripts will show the module as being failed at the first attempt and retrieved when repeated or when the year is re-taken. No module may be retaken or repeated more than once.

102 In some modules the nature of the module will be such that retrieval of failure can only be by means of repeating the module (e.g. laboratory-based modules). Such modules should be designated as 'repeat only' in published module descriptions.

103 Students who fail retaken modules, or who do not either suspend their registration with permission or retake the failed modules in the next year after the failure, shall not be allowed to progress and shall be deemed to have failed that Level of their studies. They may be awarded whatever subsidiary qualification they have earned by the credits they have accumulated.

104 With the agreement of the Dean, a student required to resit or repeat a module may be allowed to choose a substitute module subject to programme requirements and availability. In such cases, the student shall be required to attend the module in full and complete all the assessments.

105 Where a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, the Faculty will normally be expected to make a provision for a further opportunity to satisfy the programme requirements equivalent to that required for academic components of the programme.

106 Where a student's performance in relation to professional requirements, other than academic failure, is considered irredeemable following a further opportunity to satisfy the programme requirements, but their academic performance merits it, the student shall be eligible for the award of an alternative academic qualification, which will not provide professional status, as documented and approved in the Programme Specification.

### ***Authorised absence/late submission of assignments, and mitigation of results***

107 Due dates for in-course assignments, the proposed content and timetable of the module and its required learning outcomes will be given in writing at the beginning of each module. Examination dates for modules will be announced at least five weeks in advance.

108 Attendance at lectures, seminars, practical sessions etc is obligatory. Attendance will be monitored as agreed by the Faculty. Students who attend less than 80 per cent of

such sessions may fail the module with a mark of 30% if their average module grade is 50% or more, or otherwise zero. Submission of coursework by the due date and attendance at examinations and in-course tests is obligatory. Non-submission or non-attendance will lead to a mark of zero for the assignment or examination unless adequately justified.

109 Students may make a written request to the Dean to be absent from teaching sessions or one or more examinations, producing evidence of circumstances that make it impossible for them to attend. Such requests will be granted automatically, on provision of medical evidence, in cases of debilitating illness or handicap which may require time to overcome, in the late stages of pregnancy or after recently giving birth, or because of the illness of a dependent or the death of a close relative. Other kinds of reasons may also be given, and the decision will be taken by the specially convened Mitigating Circumstances Board chaired by the Vice Rector Academic, with a membership of the Deans and the heads of academic departments, on the strength of the evidence that the absence is unavoidable and not likely to recur. The Director of Academic Quality shall convene the Board.

110 An application may also be made after failure to attend an examination (but within 7 days of it), and must additionally explain, with evidence, why it was not possible to make the application before the date of the examination. Applications later than this will be exceptional and must be made to the Vice Rector Academic.

111 Students may decide not to apply for leave of absence but may instead apply to the Dean for mitigation of results, before an examination or within seven days after it, on strong and compelling evidence that they were not able to perform at their normal level by reason of a medical condition, an accident or another unforeseen event or circumstance. The Dean will determine whether the application is to be accepted, and the Examination Board will determine whether the student appears to have performed at a lower standard than would be expected in the light of his or her other marks.

112 Where a student fails an examination because of authorised absence or performs badly in it with agreed mitigation, he or she shall take the supplementary examination and shall be eligible for the full range of marks. Otherwise the mark attainable is capped at the pass mark.

113 Failure to pass modules because the date for the special examination has not yet been reached shall not preclude students from progressing between levels.

114 Students may make a written request to the Programme Leader to submit coursework late, producing evidence of circumstances that make it impossible for them to hand it in on time. Such requests will be granted automatically, on provision of medical evidence, in cases of debilitating illness or handicap which may require time to overcome, the illness or death of a close relative or dependent, in the late stages of pregnancy or after recently giving birth. Other kinds of reasons may also be given, and the decision will be taken by the Programme Leader on the strength of the evidence that the absence is unavoidable and not likely to recur. (In cases likely to recur, a period of suspension may be more appropriate.) Such applications must normally be made before the due date for the work.

115 Extensions may be for no longer than a month, or up to one week before the module examination – whichever is shorter. Where a student is likely to need an extension longer than this, the application must go to the Dean.

116 Where a student decided not to apply for late submission, but his or her performance is materially affected by circumstances which might have formed the basis of such an application, he or she may apply to the Dean, with evidence, for mitigation of result. If this is granted, the student will be allowed to resubmit or take the test again, within one month of the application. Whatever mark is achieved at the second take will stand as the student's mark for the assignment. In other cases the mark is capped at the pass mark. In no circumstances will the original mark be adjusted in mitigation.

117 Failure to pass modules because coursework with mitigation or exceptional extension is still outstanding shall not preclude students from progressing between levels.

118 Where repeated applications for late submission, absence from examination or mitigation are based on a chronic, on-going medical condition, they shall not normally be allowed. Instead, the Dean shall consult with the student and the Institution's medical officer or other disability officer to see what help the Institution can offer that will help to overcome the effect of the condition insofar as ability to study and deliver coursework is concerned.

### ***Awards***

119 Student may be awarded only one qualification following completion of a programme of study. In programmes whose validated Programme Specification stipulates that intermediate awards may be made at stages during the programme, each lower award shall be considered as voided by the achievement of a higher one.

120 The credit and grade requirements for the award of degrees, diplomas and certificates, the honours classification and the award of distinction where appropriate shall be as specified in the *Qualifications Framework*

### **Associated Documents**

Governance Manual

Academic Calendar

National Framework for Equality & Diversity

Student Guide to Orientation & Conduct

Student Support & Guidance Policy

Finance & Administration Regulations

Quality Assurance Manual

Programme Design Handbook