MANCHESTER METROPOLITAN UNIVERSITY

Revised Regulations for Taught Postgraduate Programmes of Study 2007/08

These revised Regulations apply to all students, apart from those who are due to complete their programme by 31 December 2007.

A. Principles Governing the Regulations

Assessment at Manchester Metropolitan University is an integrated and integral part of learning and teaching. It is the principal instrument with which we recognise and reward student progress, provide motivation for further achievement, identify areas for development in both teaching and student learning, and maintain levels of achievement and academic standards.

The University recognises the importance of assessment in the student experience and expects it to be integrated into all curriculum planning and to be directly aligned with intended learning outcomes.

The University regulations on assessment support these principles and aim to make the processes of summative assessment inclusive, fair, consistent and clear to both staff and students. The regulations also reflect the precepts of the QAA Code of Practice.

Guidance relating to formative assessment is contained within the Academic Regulations and Procedures Handbook.

B. Definition of terms

Throughout these regulations the following terms shall be interpreted as having the meaning stated below.

Elements: the approved and summatively assessed components which make up a Unit.

Unit: a self-contained sub-set of a programme that has its own aims and learning outcomes and is based on a benchmark of 200 hours of student learning equating to 20 credits. Where approved, half and double units shall equate to 10 or 40 credits respectively.

Level: units and the credits gained from them that contribute to a taught postgraduate award are calibrated as being at level 7 (Level M of the QAA’s Framework for Higher Education Qualifications).

C. General Regulations

C.1 Application of the regulations

1.1 These Regulations and the principles underlying them apply to taught postgraduate programmes provided by the University or by its
collaborative partners leading to awards or academic credit of the University and apply to all assessments, at whatever point in a programme they are undertaken, that formally contribute to the recommendation of academic credit or an award of the University.

1.2 These Regulations apply also to taught postgraduate programmes operated by the University’s collaborative partners and to institutions authorised by the Academic Board to grant taught postgraduate awards of the University.

1.3 Any exemption or variation from these Regulations (for example to address the requirements of a PSRB) must be approved in advance by the Academic Quality and Standards Sub-Committee of the Academic Development Committee.

1.4 These Regulations shall be applied so as to ensure equity of treatment of students regardless of their mode of study and the number of credits that they have studied over each contributing assessment period.

C.2 Period of student registration

2.1 The minimum time for which a student may be registered on a programme and gain the award to which it leads shall be not less than the minimum length specified for the programme in the definitive document, except where the provisions of the University’s Scheme for the Admission of Students with Advanced Standing apply.

2.2 There shall be no maximum period of registration for a student on a taught postgraduate programme, subject to the judgement of the relevant Board of Examiners about whether the units studied have been completed within a period of time that is consistent with ensuring the currency of the curriculum. There shall, however, be no guarantee about the length of time for which a programme or its constituent units shall be available.

2.3 Students shall be required to renew their registration on a programme annually. If a student does not renew his/her registration, the registration shall lapse. A student whose registration on a programme has lapsed may be considered for re-admission to the same programme, as long as the lapse in registration was not a consequence of academic failure.

2.4 A student may apply to the Chair of the relevant Board of Examiners to suspend his/her studies (‘intercalate’). If the Chair of the Board of Examiners considers that the reasons for the request are valid, the Chair may agree to a suspension of studies for a period of up to one year, taking account of the implications of the timing and duration of the suspension for the student’s engagement with the programme and with assessment and re-assessment opportunities.
C.3 Eligibility for awards and granting of stage awards

3.1 Students must pass or otherwise be credited with the specified number and level of credits for any award for which they are eligible in order to gain that award. Awards shall only be granted to students who have demonstrated achievement of the learning outcomes for the programme on which they are registered.

3.2 Students registered on a programme shall receive only one academic award of the University in respect of that programme and any of its associated routes and pathways, but students who complete a programme and proceed to register on another non-cognate programme leading to an unrelated award shall be eligible for any and all awards for which they become registered by so doing.

3.3 Students registered on a programme leading to the award of a Master’s Degree who do not obtain the required credits for the Master’s award shall be granted whichever of a Postgraduate Certificate or a Postgraduate Diploma shall be appropriate, provided that they have gained the required credits for that award and have demonstrated achievement of the required learning outcomes specified in the definitive document for the programme.

3.4 Students who receive a Postgraduate Certificate award shall be entitled to apply for admission to a cognate programme leading to a Postgraduate Diploma or a Master’s Degree; and students who receive a Postgraduate Diploma award shall be entitled to apply for admission to a cognate programme leading to a Master’s Degree. In such cases, students shall retain their existing award and receive the appropriate credit.

D. Structure of awards

D.1 Organisation of programmes

1.1 Taught postgraduate programmes shall be organised in units of 20 M level credits or multiples thereof with a maximum of four half-units of 10 credits.

1.2 The approved curriculum for taught postgraduate programmes shall normally be organised into self-contained and assessed 20 credit units, each requiring 200 hours of student learning, defined in terms of timetabled contact or other activity including self-managed study and assessment.

1.3 The project or dissertation component of taught postgraduate Master’s Degree programmes shall have a minimum value of 60 credits.
1.4 Taught postgraduate programmes shall be organised so that students undertake a maximum of 180 academic credits over a continuous twelve month period.

D.2 Practice credits

2.1 Periods of assessed practical training, placement, supervised work experience, or clinical or professional practice, whether taken in the UK or abroad, which are additional to the academic credits required for the award may attract practice credits based on the benchmark of 120 such credits representing not less than 36 weeks of student training, placement, work experience or clinical or professional practice normally undertaken within one academic year. Practice credits are not assigned to a level.

2.2 Where the assessment of practice is accommodated within the academic credit structure it shall comply with the regulations that apply to academic credits generally. However, provision may be approved within the programme assessment arrangements for practice elements to be assessed on a pass/fail basis rather than being marked out of 100 in accordance with regulation E.1.3. In all cases, the arrangement that is to be used for assessment shall be approved and specified in the definitive document for the programme.

2.3 Practice credits that do not count as nor attract academic credit shall be governed by the scheme approved for them in the definitive document for the programme and shall be generally exempt from the provisions of these Regulations relating to assessment, re-assessment and progression.

2.4 Students’ progression through their programme may be made conditional upon their having satisfactorily completed particular practice credits. Where this is the case, it shall be clearly stated in the definitive document for the programme and the students informed specifically of this progression condition.

2.5 Practice credits may be subject to the requirements of professional, statutory and regulatory bodies. Where this is the case, such requirements shall be stated in the definitive document for the programme.

2.6 Practice credits may not be used in lieu of the academic credits specified for academic awards, but where such practice periods are a specific programme requirement they may contribute towards the student’s overall eligibility for the award for which he/she is registered.

2.7 Provision may be made within the approved definitive document for a programme in accordance with arrangements approved by the Academic Board for the awarding of a Certificate of Practice Achievement. The Certificate shall provide a transcript of the elements making up the
practice credits to students who satisfactorily complete all of the required practice credits associated with their programme. The award of such a Certificate shall be conditional upon the student having met the requirements for the academic award to which the programme leads.

D.3 Awards framework

3.1 Units that form part of a taught postgraduate programme shall be at level 7 (Level M of the QAA’s Framework for Higher Education Qualifications). Units at this level may, where appropriate, share common curriculum content with units at other academic levels, provided that the difference in levels is demonstrated through different unit learning outcomes and assessment criteria.

3.2 The framework for taught postgraduate awards of the University is set out below. The credit specification indicates the amount and level of academic credit expected to be gained by a student on a programme leading to the award identified.

<table>
<thead>
<tr>
<th>Course/award</th>
<th>Credit specification</th>
<th>Credit total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Certificate</td>
<td>60 at level 7 [FHEQ M]</td>
<td>60</td>
</tr>
<tr>
<td>Postgraduate Certificate in Education</td>
<td>60 at level 7 [FHEQ M]</td>
<td>60 plus 60 practice credits</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>120 at level 7 [FHEQ M]</td>
<td>120</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>180 at level 7 [FHEQ M]</td>
<td>180</td>
</tr>
</tbody>
</table>

E. Assessment, progression, re-assessment and attendance

E.1 Assessment

1.1 The assessment scheme for a unit shall comprise an approved combination of summatively assessed elements and shall be determined with respect to the learning outcomes of that unit.

1.2 All elements of summative assessment within a unit shall be marked out of 100. The weighted average mark for the unit shall then be calculated from the marks for the individual elements of summative assessment. The weighted average mark for the unit shall also be expressed as a mark out of 100, in accordance with the marking scheme below, making explicit reference to descriptors employed to denote achievements within at least each of the grading bands.
<table>
<thead>
<tr>
<th>Mark</th>
<th>Outcome</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;45</td>
<td>Fail</td>
<td>Unit learning outcomes not achieved</td>
</tr>
<tr>
<td>45 to 49</td>
<td>Marginal fail</td>
<td>Most unit learning outcomes achieved at a threshold level</td>
</tr>
<tr>
<td>50 to 59</td>
<td>Pass</td>
<td>All unit learning outcomes achieved at a threshold level</td>
</tr>
<tr>
<td>60 to 69</td>
<td>Pass</td>
<td>All unit learning outcomes achieved at a good level</td>
</tr>
<tr>
<td>&gt;70</td>
<td>Pass</td>
<td>All unit learning outcomes achieved at an excellent/outstanding level</td>
</tr>
</tbody>
</table>

Marking criteria shall be set out in the approved definitive document for the programme.

1.3 Summative assessment marks shall be subject to internal, and where appropriate external, moderation before final confirmation by the Board of Examiners, in accordance with the University’s policy for the Moderation of Summative Assessments.

1.4 Students who submit summatively assessed coursework after the published deadline shall have their mark reduced in accordance with the scheme that is set out in Appendix 1 to these Regulations, on the submission of coursework.

E.2 Progression

2.1 Students’ progression through a programme shall be determined by their performance in the summative assessments in the units on which they are enrolled.

2.2 Students may enrol only on units that form part of the programme on which they are registered, as it is set out in the approved definitive document, and for which they have satisfied the necessary co- and pre-requisites and any other requirements that are contained in the approved definitive document.

2.3 A unit shall be passed when a student achieves a weighted average mark of 50% for the summative assessment(s) associated with the unit. The weighted average mark shall take into account the individual weightings of each element of assessment included within it to ensure that a student who achieves a threshold pass has demonstrated all unit learning outcomes.

2.4 Subject to the provisions of regulation E.3.1, students shall be entitled to receive condoned passes in taught whole units that represent up to one-third of the total number of taught credits (i.e., excluding the dissertation) on the award for which they are registered where they achieve a
weighted average mark in the marginal fail category (45% to 49%) for the summative assessment(s) associated with each such unit, provided that the programme learning outcomes may still be demonstrated or achieved by passes in other units, except where the approved definitive document for the programme specifies that a unit or units must be passed and may not be condoned.

2.5 Where a student has marks in the Marginal Fail category (45% to 49%) in whole units to the value of more than 40 credits, the Board of Examiners shall determine, by reference to the learning outcomes for the programme, in which units the student shall receive condoned passes. In such cases, students may write to the Chair of the Board of Examiners to ask for the selection of condoned units to be re-considered, setting out the reasons for their request. The decision of the Chair shall be final.

2.6 Students who receive a condoned pass in a unit shall be granted the credits associated with the unit. The mark that is recorded for the unit shall, however, be the actual mark achieved.

2.7 A condoned pass in a unit may not be a sufficient pre-requisite for an associated unit within a programme. Where this is the case it shall be made clear in the approved definitive document for the programme.

2.8 Each student shall receive an annual academic progress review report, which shall normally be based on decisions taken by the relevant Board of Examiners at its annual meeting. The annual academic progress review report shall include information on any marks that have been approved by the Board of Examiners for the student, and on any other decisions that the Board of Examiners has taken about the student's performance or progress on the programme.

E.3 Re-assessment

3.1 Students who fail taught units to the value of up to 60 credits shall have two opportunities to redeem the initial unit failure(s).

3.2 Subject to the provisions of regulations E.2.4 and E.3.3, students shall be required to undertake re-assessment in taught units in which they have achieved a weighted average mark in the marginal fail category (45% to 49%).

3.3 Students who receive fail (< 45%) and/or marginal fail (45% to 49%) marks in taught units to the value of more than 60 credits shall be deemed to have failed the programme and shall be ineligible for re-assessment.

3.4 Students who fail the project or dissertation component of a Master's Degree programme shall have one opportunity only to redeem the initial failure.
3.5 Students shall be re-assessed only in those elements of assessment within a unit that they have failed, except where the definitive document for the course specifically prescribes otherwise.

3.6 Re-assessment in a unit shall take place as soon as is reasonable and possible after the associated period of student learning.

3.7 The mark for any unit in which a student is re-assessed shall be capped at 50%.

3.8 No re-assessment shall be permitted to enable a student to improve upon a unit mark above the pass level, except where a student has been permitted under regulation E.3.10 to be re-assessed as if for the first time.

3.9 For second re-assessment opportunities in taught units, the Board of Examiners shall determine whether or not students must repeat the unit with attendance and thereby engage with the full range of learning activities associated with the unit.

3.10 If it is established to the satisfaction of the Board of Examiners that a student's absence, failure to submit work or poor performance in all or part of an assessment for an award was due to illness or other exceptional factors found valid on production of acceptable evidence, the student shall have the right to be re-assessed as if for the first time in any or all of the elements of assessment, as specified by the Board of Examiners. If an assessment affected by illness was itself a second attempt the student shall be permitted to be re-assessed again as if for the second time. The procedure for students to disclose to Boards of Examiners exceptional factors affecting their performance during written examinations or other forms of assessment is set out in Appendix 2 to these Regulations.

3.11 Students may not request re-assessment in elements that are no longer current in the programme for which they are registered. In cases where it is not practicable for a student to be re-assessed in the same elements and by the same methods as at the first or any subsequent attempt, the Board of Examiners shall make such alternative arrangements as it considers appropriate.

3.12 Except in the case of students on collaborative programmes who have studied and been assessed at institutions overseas, students shall not normally be permitted to sit or otherwise take re-assessments in locations outside the University or of the collaborative partner institution in which they are studying for an award of the University. If in exceptional cases it is considered appropriate to make an exception to this regulation then this may only be done with the approval of the University Registrar providing he/she is satisfied with the proposed arrangements which must include those for the verification of identity of the student taking the reassessment, the security of the examination
paper and script(s) and the security of examination/assessment conditions.

E.4 Attendance

4.1 Student attendance on programmes shall be monitored in accordance with the University’s approved Attendance Monitoring Policy.

4.2 Students shall be informed of any components of their programme of study at which their attendance is compulsory and which shall be referred to as the compulsory attendance requirements for their programme and which will have been specified in the Definitive Programme Document.

4.3 A student may request permission from his/her Head of Department or the Head of Department’s nominee to be temporarily absent from compulsory attendance requirements for good and valid reasons. In cases where permission is granted, the student shall not be penalised but shall normally be required to undertake and/or complete any or all work, assignments, examinations or assessments affected by the absence.

4.4 Where a student is absent without permission from compulsory attendance requirements he/she shall notify the Head of Department or the Head of Department’s nominee of the absence without undue delay and the reason(s) for it.

4.5 If a student fails to attend any examination or to complete any other piece of summative assessment as a result of absence without good cause from any compulsory attendance requirements, he/she may be deemed by the relevant Board of Examiners to have failed the examination or piece of work concerned.

4.6 Where a student is persistently and/or substantially absent from compulsory attendance requirements without good cause and/or without permission, he/she may be recommended for expulsion for academic reasons. [Note that a student whose case is considered under this regulation must be dealt with under the procedures for the expulsion of students for academic reasons, which are set out in Appendix 3 to these Regulations.]

F. Awards

F.1 Award of Postgraduate Certificates, Postgraduate Diplomas and Master's Degrees

1.1 The approved definitive document for each taught postgraduate programme leading to, or incorporating, the award of a Postgraduate Certificate, a Postgraduate Diploma or a Master's Degree shall state
explicitly the learning outcomes to be met by students in order to achieve each award.

1.2 Postgraduate Certificates, Postgraduate Diplomas and Master’s Degrees may be awarded at pass level, with Credit, or with Distinction.

1.3 For an award to be made at pass level, a student must pass or otherwise be credited with all of the units that make up the specified number and level of credits for the award.

1.4 For a Postgraduate Certificate or a Postgraduate Diploma to be awarded with Merit, a student must gain an overall aggregate of 60% with not less than 50% in any individual unit.

1.5 For a Master’s Degree to be awarded with Merit, a student must gain an overall aggregate of 60% with not less than 50% in any individual unit or in the project or dissertation component of the programme.

1.6 For a Postgraduate Certificate or a Postgraduate Diploma to be awarded with Distinction, a student must gain an overall aggregate of 70% with not less than 60% in no more than 20 credits of their programme.

1.7 For a Master’s Degree to be awarded with Distinction, a student must gain an overall aggregate of 70% with not less than 60% in the project or dissertation component of the programme and not less than 60% in no more than 20 credits of their programme.

F.2 General provisions relating to awards where there are factors affecting performance in assessments

2.1 If it is established to the satisfaction of the Board of Examiners that a student’s absence, failure to submit work, or poor performance in all or part of an assessment for an award, was due to illness or other exceptional factors found valid on production of acceptable evidence, the Board shall act under regulations F.2.2 to F.2.4 below.

2.2 Where the Board of Examiners is satisfied that there is sufficient evidence of the student’s achievement, or this evidence is subsequently obtained, the student may be granted the award for which he or she is a candidate, with or without Merit or Distinction as appropriate. In order to reach a decision a Board of Examiners may assess the candidate by whatever means it considers appropriate.

2.3 Where the Board of Examiners does not have enough evidence of the student’s performance to decide upon the award for which the student was a candidate (or a lower award where one is available), but is satisfied that but for illness or other valid cause the student would have reached the standard required, it may make an Aegrotat award.
2.4 Before a final decision is made under regulation F.2.2 or F.2.3 above, the student must have signified that he or she is willing to accept the award and understands that this involves waiving the opportunity to be re-assessed that is provided in regulation E.3.10 above. The only exception to this shall be where an award, including an Aegrotat award, is made posthumously or under other such circumstances where the required signification is impossible.

G. **Rules for the conduct of assessment and re-assessment**

G.1 **General**

1.1 Assessments and re-assessments are defined as the formal assessments and re-assessments determining the progression of students on their programme of study or contributing to their final mark or award classification.

1.2 A copy of the relevant assessment regulations and procedures shall be made available to each and every student at the beginning of an academic year or equivalent period.

1.3 Information about the date, time and venue of invigilated examinations covered by these regulations shall normally be made available to students at least thirty days (inclusive of any weekend periods) before such examinations are due to take place.

1.4 Students shall be responsible for ensuring that they are aware of the assessment requirements for the programme on which they are registered, including the timing, location and venue of any invigilated examinations.

1.5 Assessment arrangements for disabled students, as defined by the Disability Discrimination Acts 1995 and 2005, shall be as set out in Appendix 4 to these Regulations.

G.2 **Invigilated examinations**

2.1 Candidates for invigilated examinations:

   i shall be present at least ten minutes prior to the starting time of examinations;

   ii shall be admitted to the examination room not earlier than ten minutes prior to the examination and at any time during the first thirty minutes of the examination;

   iii shall not be permitted to enter the examination room after the first thirty minutes of the examination;
iv shall not leave the examination room during the first thirty minutes of the examination or the last thirty minutes of the examination except in an emergency and then in accordance with such instructions or arrangements as the invigilator(s) shall issue or make;

v shall bring with them their student card;

vi shall have their presence at the examination formally recorded and for the recording of the time and duration of, and reason for, any absence from the examination once admitted thereto;

vii shall comply with any notices and/or instructions issued prior to, at the commencement of and/or during an examination relevant to their conduct and/or that of their examination and comply with any instructions given to them during the course of the examination(s) by the invigilator(s);

viii shall not remove any item of examination stationery from the examination room except for the examination question paper if this is permitted by the invigilator(s);

ix shall be prohibited from using any stationery other than that issued specifically for the purpose of the examination or which they have been instructed to bring with them;

(Unauthorised calculators or computers)

x shall be prohibited from bringing in to and using in an examination any form or type of calculator, computer or other device capable of alphanumeric storage and/or calculation except such as has or have been specifically permitted for the examination;

(Dictionaries)

xi shall not be permitted the use of dictionaries in examinations for the purpose of comprehending the English language;

xii shall not use any unauthorised book, manuscript or other aid;

xiii shall not communicate with each other during the course of the examination;

xiv shall not access any cases, bags, book or personal belongings they may have brought with them which are not needed or permitted for the examination and shall place these in an area specified for this purpose by the invigilator(s);

xv shall comply with no-smoking rules;

xvi shall not take food in to examinations;
shall ensure their mobile telephone or other communication device is switched off and are expressly prohibited from accessing or using it in any way during the examination.

2.2 The timing of invigilated examinations shall be by a clock or clocks visible to the examination candidates and the invigilator(s); alternative arrangements shall be made for students whose disability makes this impractical.

2.3 Failure by a candidate for an invigilated examination to observe any examination rule or instruction may be construed as misconduct and be referred to the Chair of the relevant Board of Examiners or to the Assessment Disciplinary Committee in accordance with regulations G.4.1 to G.4.15 below. The Chair of the Board of Examiners or the Assessment Disciplinary Committee may recommend to the Board of Examiners such academic penalty as it considers appropriate, which may include failing the student in the invigilated examination concerned.

2.4 Should it be necessary to evacuate the examination room for whatever reason, candidates shall do so upon the instruction of the invigilator in charge at the time and in so doing shall leave all examination papers, scripts, answer books, equipment and any other material related to the examination on their desks or examination work areas; they shall also leave any personal belongings deposited in the area specified unless instructed otherwise by the invigilator in charge and they shall assemble in such place and in such manner as the invigilator shall instruct and do so without communicating with each other in any way on the subject of the examination.

2.5 The invigilator in charge shall at all times have the authority and discretion to instruct examination candidates in such a way as he/she may deem appropriate having regard for the safety of the candidates under the circumstances prevailing at the time.

2.6 There shall normally be a minimum of two invigilators present for the duration of an invigilated examination and in addition there shall be present at the commencement of the examination such staff as may be necessary for the purpose of verifying the accuracy of the examination question paper(s) and for issuing, orally or otherwise, any instruction with regard to any apparent error therein.

2.7 Invigilators shall have the authority to exclude from any examination a candidate whose conduct in the opinion of the invigilator warrants this and to refer the matter to the Assessment Disciplinary Committee.
G.3 Absence from invigilated examinations

3.1 A student absent without good cause from an invigilated examination or other assessment may be deemed by the Board of Examiners to have failed the examination or assessment concerned.

3.2 A student who fails for reasons of illness to attend any examination or assessment contributing to his/her final stage assessment for an award of the University, must produce at the earliest opportunity and in any event prior to the meeting of the Board of Examiners concerned, a Medical Certificate, or other statement acceptable to the Board, from a doctor detailing the nature and extent of the illness. If the student fails to do this then the Board of Examiners may deem the student to have failed to produce satisfactory medical evidence and to have therefore failed the examination or assessment concerned.

3.3 A student who fails for reason(s) other than illness to attend any examination or assessment contributing to his/her final stage assessment for an award of the University, shall produce at the earliest opportunity and in any event prior to the meeting of the Board of Examiners concerned a statement of the reason(s) for his/her absence together with such documentary and other evidence as may be appropriate in order for the Board to consider whether or not the student was absent with good cause. Where a Board of Examiners deems, on the basis of the evidence placed before it, that the student concerned was absent with good cause then the student shall be assessed or reassessed in the normal way.

3.4 Where it is subsequently determined that a student was for good reason unable to submit the statement and/or evidence required under regulations G.3.2 and G.3.3 above within the period specified above, the Boards of Examiners shall reconsider the student’s case.

G.4 Academic misconduct

4.1 Where it is found or suspected that a candidate for an award has engaged in academic misconduct (which includes cheating, plagiarism, collusion, and attempting to gain unfair advantage) in any form of assessment or invigilated examination that is subject to the provisions of these rules, the matter shall be referred either to the Chair of the relevant Board of Examiners, or to an Assessment Disciplinary Committee that each Faculty Board shall establish for the purpose of dealing with cases of academic misconduct by students in invigilated examinations or assessments. Guidance notes on academic misconduct are set out in Appendix 5 to these Regulations.

4.2 Where circumstances permit, a student suspected or accused of misconduct, cheating, plagiarism or of having sought to gain unfair advantage in any way in an assessment or invigilated examination may be interviewed by the Chair of the relevant Board of Examiners in the
presence of the Head of Faculty or Campus Student and Academic Services or nominee who shall minute the interview. The student shall be given the opportunity, having been confronted with the allegation(s) against him/her, to refute or admit the same. The student shall have the right to be accompanied by a person of his/her choice at the interview.

4.3 If in the opinion of the Chair of the Board of Examiners acting under G.4.2 there is a *prima facie* case to be answered by the student to which he/she does not at this stage admit, then the case shall be referred to the Assessment Disciplinary Committee as if *ab initio*; if, however, in the opinion of the Chair of the Board of Examiners, having regard for the content of the interview, there is no case to be answered by the student, no further action shall be taken and the student shall be deemed not guilty of the allegation(s) made.

4.4 If the student admits the allegation(s) made then the Academic Board has given Chairs of Boards of Examiners explicit authority to impose penalties for plagiarism on behalf of the Board of Examiners. The Institutional Scheme and Tariff for this purpose is set out in Appendix 6 to these Regulations.

4.5 Where it is not possible for a case to be dealt with by the relevant Chair of the Board of Examiners, or where the circumstances set out in G.4.3 apply, the case shall be referred to the Assessment Disciplinary Committee of the Faculty concerned. The Assessment Disciplinary Committee shall comprise:

i. The Dean of Faculty concerned who shall be Chair (or his/her nominee who shall be a Head of Department other than the Head of Department of the student whose case is before the Committee);

ii. Two Principal Lecturers or Heads of Department of the faculty concerned who are not involved with the teaching or assessment of the student whose case is before the Committee;

iii. One student nominated by the Student’s Union who shall not be from the same programme as the student whose case is before the Committee.

The relevant Head of Faculty or Campus Student and Academic Services or nominee shall act as Secretary to the Committee.

4.6 The non-availability for whatever reason or non-attendance at a meeting of the Assessment Disciplinary Committee of the nominated student(s) shall not invalidate the proceedings of the Committee.

4.7 The Assessment Disciplinary Committee shall have the power to call for such evidence, documents and material to be placed before it and to cause such persons to appear before it and give evidence as it may deem appropriate to the case.
4.8 The student whose case is before the Committee shall be entitled to be accompanied by or represented by a person of his/her choice at the hearing of his/her case. The student and his/her accompanying person together with any witnesses from either side shall withdraw from the hearing at the stage where the Committee wishes to deliberate in private in order to determine its findings. The student and/or his/her representative shall be entitled to submit evidence to the Committee and to produce witnesses.

4.9 Having determined to its satisfaction (by majority vote) the facts of the case before it, the Assessment Disciplinary Committee shall report its findings to the relevant Board of Examiners together with such recommendations as it may deem appropriate which may include:

i the reduction of any marks, grade and/or level of award to which the candidate might be entitled; or

ii that the candidate be failed in part or all of his/her assessments; or

iii any other appropriate penalty.

The recommendations that are made by the Assessment Disciplinary Committee need not be limited to the penalties that are contained in the Institutional Scheme and Tariff.

4.10 Boards of Examiners shall have the authority to impose such an academic penalty, including failure in part or all of the assessments relating to the level in which examination misconduct took place or in which the student was found to have cheated, plagiarised or to have attempted to gain unfair advantage by whatever means.

4.11 Additionally to any recommendation it may make to the Board of Examiners, an Assessment Disciplinary Committee may in cases where it considers it appropriate to do so, recommend to the candidate’s Head of Department or equivalent that the candidate be expelled under the regulations for the expulsion of students for academic reasons or that the case be further dealt with under the Student Disciplinary Procedures of the University.

4.12 Where a case is referred for whatever reason to an Assessment Disciplinary Committee, the candidate shall be given a minimum of five days’ written notice of the hearing.

4.13 Where an allegation of misconduct, cheating, plagiarism or having sought to gain unfair advantage in an examination is made against a student subsequent to the consideration of the student’s assessment(s) by a Board of Examiners or subsequent to the relevant award having been recommended or conferred upon the student, then it shall be possible for the case to be heard in accordance with the provisions of
these regulations and a Board of Examiners shall be able to recommend that the Academic Board deprive the student of any award granted to him/her by or on behalf of the University. Where it is not possible for whatever reason for the matter to be considered by a Board of Examiners, the recommendation of the Examinations Disciplinary Committee shall be made directly to the Academic Board.

4.14 If, at any time up to three weeks after a decision of an Assessment Disciplinary Committee evidence acceptable to the University Registrar or nominee that is relevant to the case already determined is produced which was not previously available or for good and acceptable cause was not previously disclosed, then the Committee, which need not necessarily comprise its original members, shall be reconvened and the case reconsidered in the light of the additional evidence. The Committee shall have the power to annul its previous decision. Where in such a case it is necessary to annul or modify in any way a decision of a Board of Examiners or of a Disciplinary Committee or of any other body then arrangements for that to happen shall be made as expeditiously as possible and in any event it shall be possible for the Academic Board to annul all decisions taken in respect of the case in the first instance and for it to act accordingly.

4.15 If, after a student’s case has been considered by an Assessment Disciplinary Committee in accordance with G.4.6 to G.4.15, he/she considers that the University has not followed and/or applied the relevant regulations and procedures correctly, then he/she can submit a request for a review under the University’s Review Procedure.

H. Cancellation of registration, exclusion from a programme on the grounds of professional unsuitability, and expulsion for academic reasons

H.1 Cancellation of registration

1.1 Students who fail to satisfy the requirements for progression or for an award after all re-assessment entitlements have been taken, and who are therefore left with no route open to complete the programme for which they are registered and/or obtain the final award to which it leads, shall be required to withdraw from the programme and their registration with the University, or other institution providing the programme on the University’s behalf, shall be cancelled. Where such students have gained the required credits and demonstrated achievement of the learning outcomes specified for another award, they shall be entitled to receive that award.

1.2 The subsequent re-admission of a student whose registration has been cancelled under regulation H.1.1 to the same or another programme shall be at the discretion of the admitting authority concerned and shall be subject to the fulfilment of any re-admission pre-requisites that may be specified.
H.2 Exclusion from a programme on the grounds of professional unsuitability

2.1 A student on a programme that includes, or that leads to, an external professional qualification who has been found to be professionally unsuitable for that qualification shall be excluded from the programme by the Dean of the Faculty in which the programme is located.

2.2 All allegations of professional unsuitability of students on such programmes shall be considered under the Procedure for the Suspension and Exclusion of Students from Programmes on Grounds of Professional Unsuitability, which are set out in Appendix 7 to these Regulations.

H.3 Expulsion for academic reasons

3.1 Subject to the provisions of the Articles of Government, to the overall responsibility of the Board of Governors, and to the responsibilities of the Vice-Chancellor, the Academic Board is responsible for the procedures for the expulsion of students for academic reasons.

3.2 In accordance with the Articles, the Academic Board has determined procedures for the expulsion of students for an unsatisfactory standard of work or other academic reasons. These procedures are set in Appendix 2 to these Regulations.

3.3 The Vice-Chancellor is responsible for implementing decisions of the Academic Board to expel students for academic reasons.

3.4 A student who is left with no route open to complete his/her programme or obtain its terminal qualification shall be required to withdraw from his/her programme which may result in the student’s registration with the University being cancelled and the student having to leave the University. Where such a student has gained the required credits and demonstrated achievement of the learning outcomes specified for another award, he/she shall be entitled to receive that award.

3.5 Any student who is recommended for expulsion for academic reasons may seek advice from the Students’ Union or such other person or body as he/she may choose.

I. Academic appeals (‘The Review Procedure’)

IMPORTANT: review requests must be submitted on the form specially produced for this purpose which is available from Student and Academic Services. Requests not submitted on the form will be returned. Instructions and Guidance to Students on Academic Appeals and the Review Procedure is contained in Appendix 8 to these Regulations.
I.1 Introduction

1.1 The University’s Boards of Examiners are, as committees of the Academic Board, responsible to the Academic Board for the assessment of students and except as provided for in the review procedure, no decision of a properly convened, constituted and conducted University Board of Examiners, acting within the University’s regulations, may be modified by any authority within the University.

1.2 In reaching a final decision on a student’s assessment, a Board of Examiners may take into account such other factors as it deems appropriate. It is in the interest of students to ensure that the relevant Board of Examiners is aware of any exceptional factors which may have adversely affected their performance in assessment and it is incumbent upon them to submit evidence of these in good time and in the prescribed manner and except as provided for below, students who fail to disclose such factors in time for them to be taken into account by Boards of Examiners will not be permitted to do so after their results have been determined.

1.3 Evidence of exceptional factors affecting performance in assessments submitted after the meeting of the Board of Examiners at which results are determined will only be considered where it is accepted that the student was unable to submit the evidence at the correct time for valid reason such as illness.

1.4 The review procedure applies:

i to all programmes where the final recommendation concerning an award is made by a Board of Examiners internal to the University (and thus a Committee of the Academic Board);

ii to all intermediate stages of other programmes where student progress is at the discretion of the University;

iii to students on programmes provided by collaborative partners leading to an award of the University where the relevant Board of Examiners is constituted as an internal Board of the University, i.e., as a committee of the MMU Academic Board.

[Note that where the relevant Board of Examiners is a committee of the collaborative partner’s institutional Academic Board and not a committee of the University’s Academic Board, then the students concerned shall use the partner’s review procedure. However, as the University remains responsible for the standard of its awards, a student who has exhausted the review procedure of a partner institution may refer his/her case to the University, which shall review the process followed and the reasonableness of the decision reached and instruct the collaborative partner accordingly. A]
student on a collaborative programme leading to an award of the University is covered by the OIAHE and may bring a complaint against the University to the OIAHE, but only in so far as the complaint is about an action or omission of the University, not one of the collaborative partner.]

1.5 The review procedure shall not apply to programmes leading to an award of the University in respect of programmes delivered by or at another institution which the Academic Board has authorised to grant awards of the University; in such cases the review procedure of the institution concerned shall be used.

1.6 In the case of an award granted jointly with one or more institutions, the relevant institutional agreements shall specify the review procedure to be used.

I.2 Purpose of procedure and grounds for review

2.1 A student may request a review of a decision that a Board of Examiners has taken on their assessment on either or both of the following grounds:

i that their performance in examinations or other forms of assessment was adversely affected by exceptional factors which they were unable, for valid reason, to submit to the Board of Examiners prior to it making a final decision on their assessment;

[Note that the candidate’s request must be supported by acceptable contemporaneous medical or other appropriate evidence. Little or no weight may be attached to medical certificates or other evidence obtained some time after the occurrence of the exceptional factors on which the review request is based. Where it is accepted that a student was unable for valid reason to make the disclosure referred to above at the correct time, then the Chair of the Board of Examiners can either make a decision on the case on the Board’s behalf or call a special meeting of the Board of Examiners to consider the case. It will be for the Board, or its Chair acting on its behalf, to consider whether the student’s results should be modified in the light of the information now disclosed.]

ii that a material error had occurred in the conduct of their assessment, or that the examinations or assessments or the proceedings of the Board of Examiners were not conducted in accordance with the relevant regulations or that some other material irregularity in the conduct of their assessment had occurred and that the error, conduct or irregularity was of such a nature as to cause reasonable doubt as to whether their result might have been different had it not occurred.

2.2 A student may also request a review of a decision of an Assessment Disciplinary Committee, on either or both of the following grounds:
i that there were exceptional factors that they were unable, for valid reason, to submit to the Assessment Disciplinary Committee prior to its making a final decision;

ii that the proceedings of the Assessment Disciplinary Committee were not conducted in accordance with the relevant regulations or that some other material irregularity had occurred and that the conduct or irregularity was of such a nature as to cause reasonable doubt as to whether the decision of the Assessment Disciplinary Committee might have been different had it not occurred.

2.3 The review procedure may not be used to challenge the academic judgement of Boards of Examiners in reaching a decision on a student’s progression or on the final level of award, based on the marks, grades and other information relating to a candidate’s performance, and review requests which seek to do so will be rejected as ineligible for consideration. The review procedure may not be used by students simply because of dissatisfaction with their results but only where they can establish adequate grounds for doing so under the grounds stated above.

2.4 Students may not seek a review on the grounds that alleged poor teaching, supervision or guidance affected their performance. These are matters to be pursued through the Student Complaint Procedure and through student representatives on Faculty Boards and the Academic Board.

2.5 The relevant University officer (see I.3.2 below) may reject a review request which does not fall within one of the permitted grounds, or is wholly without substance or merit, or is frivolous or vexatious, or is unsupported by evidence and shall inform the student concerned in writing of his/her reasons for so doing.

I.3 Outline of the procedure

3.1 The Review Procedure is set out in full in the Instructions and Guidance to Students on Academic Appeals and the Review Procedure, which is contained in Appendix 8 to these Regulations.

3.2 In summary, the Review Procedure comprises three stages:

i Stage 1: consideration of the review request by the Chair of the relevant Board of Examiners;

ii Stage 2: consideration of the review request by the Director of Student Services or nominee;

iii Stage 3: consideration of the review request by the University Registrar.
I.4 More than one candidate affected

4.1 If the occurrence of a material administrative error or procedural or other material irregularity is sufficient to affect adversely the performance of more than one candidate, the Board of Examiners shall reconsider its decision with regard to all such candidates.

I.5 Annulment of decisions

5.1 In cases of procedural or other irregularity, or where it is not possible to reconvene a Board of Examiners, the Academic Board shall have the power to annul a decision of the Board of Examiners without making a prior request for reconsideration. If an error or irregularity is found to have affected more than one candidate, the Academic Board may annul the whole examination or any part of it.

5.2 The Academic Board may annul a decision of a Board of Examiners in other cases where it considers it appropriate to do so and it may direct the Board of Examiners and/or may take such action as it deems appropriate.

I.6 Reports to students

6.1 Where it is established through this procedure that exceptional factors adversely affected a student’s performance and that the student had valid grounds for not previously disclosing those factors, and the Board of Examiners or its Chair acting on its behalf reconsider the original decision in the light of the new evidence, the student shall be provided with a report showing that the matters referred to it have been dealt with and the result of the reconsideration of the earlier decision in the light of those matters.

6.2 Where it is established through this procedure that a material error or other factor referred to above has occurred which is of such a nature as to cause reasonable doubt as to whether a result might have been different had it not occurred and the Board of Examiners or its Chair acting on its behalf reconsider the original decision in the light of this, the student shall be provided with a report showing that the matters referred to it have been dealt with and the result of the reconsideration of the earlier decision in the light of those matters.

I.7 Independent referral

7.1 If, having exhausted all of the applicable stages of the Review Procedure, a student considers that the University has not followed and/or applied the relevant regulations and procedures correctly, then he/she can refer the matter to the Office of the Independent Adjudicator for Higher Education (OIAHE), which provides an independent scheme for the review of student complaints. A student seeking to refer his/her case to the OIAHE will require a ‘Completion of Procedures’ letter from the Director of Student Services, confirming that he/she has exhausted all stages of the Review Procedure.
List of appendices

1. Submission of Coursework
   Procedure for students to disclose to Boards of Examiners exceptional factors affecting their performance during written examinations or other forms of assessment

2. Procedure for the Expulsion of Students for Academic Reasons

3. Assessment Arrangements for Disabled Students

4. Guidance Notes on Cheating and other forms of Academic Misconduct

5. Institutional Scheme and Tariff for dealing with cases of plagiarism

6. Procedure for the Suspension and Exclusion of Students from Programmes on Grounds of Professional Unsuitability

7. Guidance to Students on Academic Appeals and the Review Procedure