



UNIVERSITY OF
LINCOLN

**Undergraduate Regulations
2015 / 2016**

Undergraduate Regulations 2015/2016

This document sets out the general principles and regulations that apply to the University's undergraduate awards as listed in the University's Schedule of Awards and is available on the Secretariat's Portal at:

<https://ps.lincoln.ac.uk/services/registry/Secretariat/SitePages/Home.aspx>

These regulations supersede all previous regulations on undergraduate awards at the University of Lincoln which are hereby revoked.

31 August 2015

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Section A - General Regulations

A.1 Introduction

- 1.1 These Regulations apply to all undergraduate awards subject only to variations for individual named awards agreed by Academic Board. Unless specific mention is made, the Regulations do not distinguish between students on different modes of attendance.
- 1.2 These Regulations are the University's Regulations for undergraduate awards and all other regulations and policies of the University take effect subject to these Regulations and shall be interpreted and applied consistently with them.
- 1.3 These Regulations:
- (a) Establish the conditions under which an individual is entitled to pursue a programme of studies of the University;
 - (b) Provide for the adoption of specific programme and award regulations;
 - (c) Establish the powers of Boards of Examiners and provide for the conduct of assessment and for academic review and appeals.
- 1.4 These Regulations apply to:
- (a) Individuals who have formally applied to be admitted as an undergraduate student of the University;
 - (b) Individuals who have received an offer from the University to be admitted as an undergraduate student of the University;
 - (c) Individuals who have accepted an offer from the University to be admitted as an undergraduate student of the University;
 - (d) All enrolled students of the University including students registered to University awards delivered by partner institutions;
 - (e) All students who have temporarily interrupted their studies at the University;
 - (f) Individuals, whether or not enrolled students of the University, who are registered as candidates for awards of the University;
 - (g) Individuals employed as members of staff of the University;
 - (h) Individuals engaged to provide a service to the University under a contract for services;
 - (i) Visiting members of the University, such as visiting professors and visiting fellows;
 - (j) External examiners appointed to the University;

- (k) Individuals who contribute in any other way to the academic enterprise of the University.
- 1.5 The University undertakes to take all reasonable steps to provide the teaching, examination, assessment and other educational services set out in its prospectus and other University documents. It does not, however, guarantee the provision of such services.
- 1.6 Should industrial action or circumstances beyond the control of the University interfere with its ability to provide educational services, the University undertakes to use all reasonable steps to minimise the resultant disruption to those services.
- 1.7 The University Registrar exceptionally may agree, on an individual student basis, a variation to the Regulations. Any such arrangements shall be reported to the relevant committee of Academic Board as soon as practicable.
- 1.8 The University reserves the right to alter its awards and programmes without prior notice, and to modify from time to time its Regulations for the admission and progression of students and for the conferment of awards. The Regulations shall be reviewed and updated periodically in line with developments in University policy and practice. There may be differences in Regulations as they apply to different cohorts of students registered for the same award.
- 1.9 While the University reserves the right to modify its Regulations at any time, the University shall consider the timescale for introducing changes and the effect on current cohorts of students. Changes shall not normally be introduced for implementation in the current year of study but would take effect in the following academic year.

A.2 Awards of the University

2.1 The Framework for Higher Education Qualifications

- 2.1.1 All programmes offered by the University shall be designed, and their students assessed, at appropriate levels that conform to the Framework for Higher Education Qualifications promulgated by the Quality Assurance Agency for Higher Education (the QAA). Full descriptors of a qualification at each level can be found at:
<http://www.qaa.ac.uk/AssuringStandardsAndQuality/Qualifications/Pages/default.aspx>

Note:

Framework level 4 equates to University of Lincoln level 1;
Framework level 5 equates to University of Lincoln level 2;
Framework level 6 equates to University of Lincoln level 3; and
Framework level 7 equates to University of Lincoln Master's level.

- 2.1.2 Conformity with the Framework by individual programmes will be verified at initial validation and confirmed at any subsequent re-validation.

- 2.1.3 Boards of Examiners are responsible for verifying that students' performance in formal assessment is at the appropriate level within the Framework. Conformity with the Framework and appropriate levels of students' performance will also be confirmed at periodic review.

2.2 Structure of Programmes

- 2.2.1 The governing principle for the ordering of any curriculum leading to a taught award of the University is that the curriculum is organised as an academically and pedagogically credible programme of studies. A programme of studies shall have a unique title and set of programme learning outcomes and be made up of a unique combination of modules.
- 2.2.2 Every programme shall have a programme specification which sets out the structure, learning outcomes and assessment of the award.
- 2.2.3 The standard module building block for the construction of undergraduate programmes will be multiples of 15 credit points up to a maximum of 60 credit points with 1 credit point equating to 10 notional learning hours.

2.3 Credit Structure

- 2.3.1 The credit structure of University awards is set out at Annex A to these Regulations.

2.4 Mode and Duration of Study

- 2.4.1 Students studying 120 credits in an academic year shall be registered as full-time.
- 2.4.2 Students studying fewer than 120 credits in an academic year shall be registered as part-time. Students undertaking distance learning programmes shall be treated as studying part time.
- 2.4.3 The mode and duration of study for each award of the University is set out in Annex B.
- 2.4.4 Where a student has formally interrupted their studies, the period of interruption of study will not normally be included for the purposes of calculating their maximum period of registration.
- 2.4.5 Exceptionally, at validation, variations to the normal minimum and maximum period of study may be agreed in order to meet professional body requirements.

A.3 Admission

- 3.1 Admission is the decision by which the University agrees to allow an individual to enrol as a student of the University to follow a programme of studies at the University.

- 3.2 The University will determine the standards of attainment that any applicant shall be required to achieve in order to be admitted to a particular programme of studies.
- 3.3 An individual seeking admission to a programme of studies provided at the University shall act in good faith and disclose any fact that is material to the University's decision to admit the individual as a student. An applicant shall not mislead the University, or allow the University to be misled in respect of any part of their application for admission.
- 3.4 Applications for admission shall be considered on academic grounds and on the availability of places on a particular programme of studies unless the applicant's past conduct, experience and circumstances are material to admission.
- 3.5 Possession of minimum entry qualifications does not guarantee the allocation of a place even if such a place is available.
- 3.6 The University shall consider for admission to programmes of study all applicants irrespective of age, disability or alternative need, ethnic origin, sex, marital status, nationality, political or religious belief, or sexual orientation. The University may adopt admissions criteria for a programme of studies that reflect the University's policies on access and widening participation.
- 3.7 The University shall adopt an admissions policy under these Regulations which shall from time to time be reviewed and, where necessary, be revised.
- 3.8 The University follows the national Credit Accumulation and Transfer Scheme (CATS) whereby it can formally evaluate applicants' prior experience and qualifications and offset them against standard entry requirements. An individual may be admitted with advanced standing to a programme of studies. Accreditation of Prior Learning (APL) may be granted for formal learning from other institutions, including where this learning has resulted in the award of a similar qualification, and the University welcomes applications for the accreditation of academic credit. Applicants are advised to consult the University Policy on Accreditation of Prior Learning and the Student Handbook. The University's approved list of qualifications with the credit structure and the maximum amount of credit that can be awarded for prior certificated or experiential learning (AP(E)L) is set out in Annex A.
- 3.9 A student can be admitted directly to Level 2 or, exceptionally, Level 3 of a programme. However, the student shall not be able to claim an interim award of the University unless they meet the credit requirements set out in Regulation 2.3.
- 3.10 Credits already awarded by the University as part of a University award may not be used as APL credit against a second award which is at the same level and in a similar subject area. For example, credit achieved as part of a postgraduate diploma may be used as credit towards a Master's degree, but cannot be used a second time as credit towards a different Master's award.

A.4 Enrolment and Registration

4.1 Enrolment

4.1.1 Enrolment establishes an individual's status as a student of the University.

4.1.2 Enrolment is the agreement between the University and the student under which:

- (a) The University provides a programme of studies for the student and makes available to the student the other academic services and facilities associated with that programme of studies;
- (b) The University, where appropriate, registers the student as a candidate for an award of the University;
- (c) The University confers the award for which the student is registered where the student satisfies the Board of Examiners of their entitlement to receive that award;
- (d) The University agrees to be bound by these Regulations;
- (e) The student undertakes to pay the fee for the programme of studies and any other charges levied by the University in respect of the programme of studies and the provision of other academic services and facilities associated with the programme of studies. Students are expected to pay their fees, or make arrangements for the future payment of fees, at enrolment;
- (f) The student undertakes to do anything else required by the University that concerns the student's following of a programme of studies, receipt of other academic services and use of facilities associated with a programme of studies;
- (g) The student undertakes to be in attendance at the University;
- (h) The student agrees to be bound by the University's Regulations.

4.1.3 An individual is not enrolled as a student unless the University has received a properly completed University enrolment form that is signed by both the student and an authorised member of staff of the University.

4.1.4 A student may be enrolled to a programme of studies on a full-time or a part-time basis subject to the mode of study being validated and available.

4.1.5 An individual who is not enrolled as a student of the University shall not be allowed to follow any part of a programme of studies at the University.

4.1.6 It is the responsibility of an individual to seek their re-enrolment as a student of the University, as the formal renewal of the agreement between the University and the student. The formalities for re-enrolment are the same as those for first enrolment.

4.1.7 Re-enrolment shall normally take place on or around the anniversary of the student's first enrolment to a particular programme of studies. Re-enrolment is subject to annual deadlines, and eligible students who fail to attend for re-enrolment may be deemed by the University to have terminated their enrolment, and the University's obligations to them.

4.1.8 A student who has failed to re-enrol may be considered for re-admission to the programme of studies.

4.2 Registration

4.2.1 Registration is the recording of an individual's candidacy for an award of the University.

4.2.2 A student who is enrolled to a programme of studies of the University leading to an award of the University shall be registered by the University as a candidate for that award.

4.2.3 An individual who is enrolled by an institution authorised by the University to offer a programme of studies leading to an award of the University shall complete their registration as a candidate for an award of the University.

4.2.4 An individual registered as a candidate for an award of the University shall only be eligible for that award where the Board of Examiners is satisfied as to their entitlement to receive that award.

4.2.5 The Chair of the Board of Examiners may, except where restricted by professional body requirements, agree, on an exceptional basis, to extend a student's registration beyond that set out in the programme documentation. The extension must be notified to Registry (Student Administration).

4.3 University Records on Students

4.3.1 It is the student's responsibility to inform the University in writing or by other designated procedures of changes in local or home addresses, and of other relevant information, such as change of name.

4.3.2 Information about a student shall be managed in accordance with the Data Protection Act. Access to University records on students is confined to staff who require access in connection with the performance of their duties. All persons maintaining or having access to student records are instructed that the information therein is confidential. Under certain circumstances however, the University may have a legal obligation to disclose information, for example to Local Authorities, Sponsors, or the Police.

4.3.3 A student may access their individual record by submitting a data subject access request to the University's Information Compliance Officer.

4.4 Attendance

4.4.1 Full-time and part-time students are expected to be in attendance at the University during term time including any periods of formal examination or other assessment. In the case of a student following a programme of studies

by distance learning, attendance means demonstrable activity on the programme of studies.

- 4.4.2 Each School is responsible for monitoring student attendance and registers will normally be taken on a regular basis. There is a statutory responsibility placed upon universities to monitor attendance of international students who are in the UK on a Tier 4 visa and to report to the Home Office when a student has been found not to be engaging with their course. International students attending the University of Lincoln must comply with the conditions of their visa. In addition, students are required to note that the University of Lincoln must comply with its legal obligations to the United Kingdom Visas and Immigration (UKVI) as a Tier 4 sponsor. Students found to be in breach of the conditions of their visa in relation to attendance will, unless they are able to show good reasons/extenuating circumstances, have their Tier 4 sponsorship withdrawn and, consequently, their enrolment at the University terminated. For the full list of conditions of the Tier 4 visa, please refer to the UKVI website at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.
- 4.4.3 Where a student is not in attendance, the University may suspend or terminate the student's enrolment. The University shall act fairly in taking such a decision.
- 4.4.4 The University shall adopt a policy on student attendance under these regulations, which shall from time to time be reviewed, and, where necessary, be revised.

4.5 Interruption of Studies

- 4.5.1 A student may apply to the University to interrupt their studies for a specific period of time. The Interruption of Studies form is available from the Student Support Centre, whose staff will deal with any queries about the process. The student must ensure that the form specifies the period of the interruption and is signed by the appropriate member of academic staff, and must then return it to the Student Support Centre.
- 4.5.2 Except in the case of short courses, Bachelor of Architecture, Master of Architecture and undergraduate students interrupting studies will be liable for tuition fees calculated on a term basis for the academic year in which they have interrupted their studies. If the fees have been paid in full the credit will be carried over to the academic year in which the student resumes their studies and completes the year of study. If a payment plan has been agreed this will normally be suspended during a period of interruption, and resume once studies recommence. Upon resumption, tuition fee liability for the academic year in which studies are resumed will be calculated on a term basis. The overriding principle is that the student will pay for one complete period of study (for full-time students this would normally be one academic year) although this may be spread over two academic cycles, provided that the student resumes studies in the same term as the initial interruption. Where a student resumes studies in an earlier term than the initial interruption, an additional charge will be payable for the subsequent term(s) of study repeated. Detailed guidance relating to interruption of studies is set out in Annex C.

- 4.5.3 A student shall normally be expected to return to their programme of studies in the following academic year at the point in the teaching or assessment calendar equivalent to when study was previously interrupted. Where students interrupt at the semester break this may be relatively straightforward but where an interruption has been at another point this will require careful monitoring by the Programme Team. Academic judgement may be used when deciding upon the relevant point of return to study.
- 4.5.4 A student returning after an interruption of studies shall enrol only upon those modules not previously assessed, or where reassessment has been agreed by the Board of Examiners. Any assessments already completed will be carried forward.
- 4.5.5 The University cannot guarantee that changes to a programme of studies will not be made during a student's period of interruption. Where changes have occurred the Board of Examiners, in consultation with Registry, will make appropriate arrangements to enable the student to complete the programme of studies.
- 4.5.6 During a period of interruption of studies the student and the University remain bound by these Regulations.
- 4.5.7 Where a student has formally interrupted their studies, the period of interruption of study will not normally be included for the purposes of calculating their maximum period of registration. The normal maximum for a period of interruption of studies is two years, but this may be subject to more restrictive requirements of professional bodies and as agreed at validation.
- 4.5.8 A School Fitness to Practise Panel has the power to suspend a student from their studies for a specified time or until the occurrence of a specified event. Such suspension has the effect of a mandatory interruption of studies and paragraphs 4.5.2 – 4.5.7 above will apply.

4.6 Change of Studies

- 4.6.1 A change of studies occurs when a student transfers their registration from one programme of studies to a different programme of studies.
- 4.6.2 A student may only change their studies with the agreement, given on academic grounds, of the relevant programme leaders and where the timing of such a change is not prejudicial to the academic progress of the student. No student may change from one programme to another unless it is clear that they have adequate opportunity to complete all the assessments on the new programme in the teaching session assigned to the current cohort of students on that programme level.
- 4.6.3 A student who seeks to change their studies from one programme to another must obtain the Transfer of Award form from the Student Support Centre and ensure that it is approved by the relevant academic members of staff and returned to the Student Support Centre.
- 4.6.4 A change of studies may only take place where the transfer is explicitly approved by the importing programme leader, evidenced by the relevant

signature on the student transfer form. In the case of a joint programme, authorisation from both importing programme leaders is required.

- 4.6.5 In allowing a student to change their studies, the University shall not give an undertaking that the student will be entitled to support from any financial sponsor to pursue the new programme of studies.

4.7 Termination of Enrolment and Registration

- 4.7.1 A student's enrolment and registration will terminate when they complete a programme of studies and either has an award conferred by the Board of Examiners or the Board of Examiners decides that the student is ineligible for an award.

Termination by a student

- 4.7.2 A student may terminate their enrolment prior to the completion of a programme of studies. Any obligations incurred between the University and the student, prior to the termination of enrolment, remain binding. A student who notifies the University of the intention to terminate their studies will be strongly encouraged to first discuss the matter with an academic member of staff. Students wishing to withdraw permanently from the course will be invited to attend an interview at the Student Support Centre and, if this has not already been done, complete the withdrawal form.

Termination on academic grounds

- 4.7.3 Where a student has exhausted all reassessment opportunities and has not met the general pass standard for the current level of study, including any variations agreed by Academic Board in order to satisfy professional body regulations, the student will be deemed to have failed and their enrolment on the programme terminated.
- 4.7.4 The University is also entitled to terminate the enrolment of a student who fails to fulfil the attendance requirements (see section 4.4). In such circumstances, a student will receive 5 working days' notice in writing to attend a Panel Meeting chaired by the Head of School ¹(or nominee)) where the student will be given the opportunity to provide adequate reasons and/or evidence as to why their enrolment should not be terminated. If the Panel rejects the reasons or evidence submitted, the student will be advised in writing that their enrolment has been terminated and their right to appeal the decision.
- 4.7.5 A student whose enrolment has been terminated in accordance with section 4.7.4 may lodge an appeal within 10 working days of the date of the termination letter. An appeal must be lodged on the form provided (available from Secretariat) on either of the following grounds only:
- (a) that there were extenuating circumstances adversely affecting the student's attendance which for valid reasons the student did not make known to the Extenuating Circumstances Panel at the appropriate time either in sufficient

¹ Head of School also refers to Deputy Head

detail or at all. Normally, the only acceptable valid reasons will be that the student was unable or incapable of bringing the circumstances to the Panel's attention. The student must provide documentary evidence to support their claims.

- (b) that there was a material error in the conduct of the process that was of such a nature as to cause reasonable doubt as to whether the outcome might have been different had the error not occurred.
- 4.7.6 The student must provide all material and evidence that they wish to be considered in support of their appeal at the time that the appeal is made.
- 4.7.7 The Appeals Officer will forward the appeal to the Director of Student Affairs for consideration. The appeal should normally be completed within 20 working days. In considering the appeal, the Director of Student Affairs has the discretion to make enquiries of such persons (including the student, tutors, programme leaders, unit co-ordinators and the visa compliance team) as he or she deems necessary.
- 4.7.8 The Director of Student Affairs shall notify the Appeals Officer of the outcome of the appeal and give reasons for the decision. The Director of Student Affairs may confirm the decision to terminate the student's enrolment or reinstate the student onto their programme of study. This decision is final and will be notified to the student in writing by the Appeals Officer. If termination of the student's enrolment is confirmed, the Appeals Officer will issue a Completion of Procedures letter.
- 4.7.9 In the event of termination as set out in the paragraphs above, where the student has accumulated the requisite number of credits, the Board of Examiners may confer an alternative exit award. Individual programme specific Assessment Regulations set out the detail of exit awards that are available. A student may receive only one award in respect of any programme of study. A candidate who accepts a lower award rather than taking the opportunity to be reassessed may not normally elect to subsequently be reassessed.
- 4.7.10 In the unfortunate event that a student dies while on the programme, all details and information should be sent to the Director of Student Affairs.
- 4.7.11 The University shall exercise reasonably the powers provided by these Regulations and follow a procedure that treats the student fairly.

4.8 UK Visas and Immigration Compliance

- 4.8.1 To ensure compliance with UK Visas and Immigration rules, all international students must show evidence that they have the right to remain and study in the UK. Students who have limited leave to remain in the UK must, on request by the University, present evidence that they have valid leave to be in the UK and have not allowed their leave to lapse during their stay.
- 4.8.2 The University may temporarily suspend from study a student who is unable to provide one of the following on request:
- (i) evidence of valid leave to be in UK

- (ii) proof that an in-time visa application to remain has been submitted
 - (iii) proof that they have exited the UK
- 4.8.3 A student whose study has been temporarily suspended shall be allowed 15 working days to provide the evidence requested. If such evidence is not provided in that period, the University shall terminate the student's enrolment.
- 4.8.4 A student whose enrolment has been terminated under the Regulations may appeal in writing to the Tier 4 Compliance team within 10 working days of termination of their enrolment. Such appeals must be sent to tier4compliance@lincoln.ac.uk and supported by appropriate evidence to show why the termination was not justified. The Tier 4 Compliance team shall make the final decision in respect of the student's status and communicate this to the student.

A.5 Undergraduate Assessment Regulations

5.1 General Assessment Regulations

- 5.1.1 These Assessment Regulations provide the general regulations for the assessment and examination of the academic performance of students, the preservation of the University's academic standards in assessment and for the appointment of External Examiners.
- 5.1.2 The marks and grades awarded by Examiners are a matter of academic judgement for those Examiners. Marks and grades ratified by a Board of Examiners cannot be questioned.
- 5.1.3 Where not elsewhere provided for by the University's Undergraduate Regulations, the Chair of the Academic Board, or nominee, is competent to act to ensure fairness to a student in the operation of the University's assessment procedures in respect of such matters as the conduct of Boards of Examiners and review and appeals. This competence is limited to procedural matters and does not extend to substantive decisions on assessment or the exercise of academic judgement in respect of assessment.
- 5.1.4 The Assessment Regulations for an accredited award may take account of the assessment requirements of an accrediting body but the accrediting body's regulations shall not take precedence over these Regulations.
- 5.1.5 All assessments shall be conducted in the English language except where otherwise provided by the validation of a programme of studies.

5.2 Assessment Arrangements

- 5.2.1 At enrolment, students are provided with a unique examination identification number for anonymous marking purposes. This is printed on the Student identity card which students are required to take to formal examinations and to use the anonymous identification number as their identification on all formal examination paperwork.
- 5.2.2 The University will make reasonable adjustments as recommended by its Student Wellbeing Centre in respect of assessment arrangements for students with disabilities.

- 5.2.3 The University undergraduate examination timetable, including the timetable for students with individual requirements, is produced centrally by the Registry and the final version of the examination timetable is published on the Portal.
- 5.2.4 Students are required to present themselves for examinations at the times and places specified by the Board of Examiners. Absence or non-submission of scripts shall result in failure, except where the Extenuating Circumstances Panel approves a claim relating to the assessment.
- 5.2.5 Students are required to submit coursework at the times and places formally notified to them. For those academic disciplines for which the University standard is Harvard referencing, the standards are set down in the 'Referencing Handbook: Harvard' available online, *via* mobile app or from the Library. Students should use the relevant handbook as the definitive guide to Harvard. Other academic disciplines may use different referencing standards and the handbooks produced by them should be treated as the definitive guides. Students will be advised about which referencing standards apply to their programmes of study. Students are required to keep an electronic copy of any text-based coursework until three months after receiving formal notification of the results. This may be requested by an academic member of staff for plagiarism detection purposes. Students shall keep all returned assessments until after the final assessment of the award and must re-submit any work to authorised staff if required.
- 5.2.6 Where students experience unexpected and exceptional difficulties in preparing for, or completing coursework, and have evidence for this, they may request an extension for coursework submission. In order to ensure consistency in application, a programme may identify one person to approve extensions, either for the programme overall or for each level of the programme. Extensions to deadlines for the submission of coursework may be approved by academic staff under the authority of the relevant Board of Examiners. An extension of a coursework submission deadline may not be given after the original submission date. Where a student with a previously granted extension provides evidence of further impact an additional extension may be granted. In all cases extensions should not be given where the revised date for submission does not permit the completion of due academic process to present the mark at the meeting of the Board of Examiners where the module would normally be considered.
- 5.2.7 Extensions of coursework submission deadlines may only be given where extenuating circumstances would be likely to be accepted by the University Extenuating Circumstances Panel as having adversely affected the student's preparation for, or performance in, assessment and are subject to evidential requirements.
- 5.2.8 Late submissions, whether measured against an original or formally extended deadline, shall be penalised. The penalty shall consist of a reduction in the mark of 10 percentage points for each whole or partial working day late. For the avoidance of doubt, this regulation means 10 percentage points of the marks available for the coursework and not ten per cent of the marks awarded to a student based on the merits of the coursework submitted. For example, where an assignment warranting a merit mark of 58% is submitted one day

late, then a mark of 48% shall be recorded. No mark less than zero shall result from the application of this regulation.

5.2.9 Any member of staff or other person appointed as an invigilator shall observe the rules for the invigilation of examinations published by the Registry.

5.2.10 Candidates shall observe the rules for the conduct of examinations published by the Registry which are set out in the Annex to these Regulations.

5.3 Progression

5.3.1 A student shall not progress from one year or level of their programme of study to the next until the Board of Examiners is satisfied that the student is eligible to proceed. Such a decision shall be made available to the student by the Registry via the University's Virtual Learning Environment. It is the responsibility of the student to access this information to confirm that progression has been approved.

5.3.2 The pass mark for a module shall be 40%. The module mark shall be calculated by taking into account the individual assessed component marks according to the prescribed weighting of the assessments. The module mark shall be rounded to the nearest whole number. A module mark of 0.5 shall be rounded to the next higher whole number.

5.3.3 The general pass standard for undergraduate levels of study is as follows:

Level 1 An overall average of at least 40% for the modules constituting the 120 credit points of study, with no individual module mark being below 30%.

Where a student has taken resit assessments the merit mark for the reassessed component will be entered against the student record but the overall module mark capped at 40%. For the purposes of calculating whether a student, on resitting, has satisfied the general pass standard however the overall merit mark for the module shall be used.

Level 2 A module mark of at least 40% in each of the modules totalling 90 credit points of study and a module mark of at least 35% in each of the modules that constitute the remaining 30 credit points of study.

Level 3 A module mark of at least 40% in each of the modules totalling 90 credit points of study and a module mark of at least 35% in each of the modules that constitute the remaining 30 credit points of study.

5.3.4 Upon achievement of the general pass standard a student shall be awarded 120 credit points at the relevant level. Students achieving the pass standard at levels 1 or 2 shall be entitled to progress to the next level of the programme.

5.3.5 The award-specific Assessment Regulations in Sections B - G stipulate where non-Bachelor awards have special provisions in respect of the pass standard, the award of credit points and related matters.

- 5.3.6 Students achieving the pass standard at the final level shall be entitled to be considered by the Board of Examiners for the conferment of the award. The final award decision shall be made when the student has passed the level or the student has exhausted all reassessment opportunities or declined the opportunity to be reassessed.

5.4 **Annulment of Formal Assessments**

In addition to the provisions for annulment arising from appeals against decisions of Boards of Examiners, Academic Board may annul an assessment in whole or in part if it is found that a serious irregularity has taken place in the conduct of the assessment, or if force majeure has prevented or seriously impaired the participation of a group of students in the assessment.

5.5 **Reassessment Opportunities**

- 5.5.1 Award Assessment Regulations provide the rights to retrieve failure in assessment and the conditions under which such a failure may be retrieved.
- 5.5.2 Reassessment shall only be allowed as an attempt to retrieve an initial failure and shall not be allowed with a view to improving performance in any component of assessment where the pass standard has been met, except where the University Extenuating Circumstances Panel approves a claim relating to the assessment.
- 5.5.3 Where a student has been assessed for an award and the Board of Examiners has recommended that the student can be awarded only a lower award, and has made no provision for the student to be reassessed for the original award, the student cannot subsequently attain the original award with the same title via an alternative mode of study.
- 5.5.4 A candidate at any level shall have no automatic right to be reassessed in a programme or components of a programme that are no longer current. Where a student cannot be reassessed in the same components, the Board of Examiners may make arrangements as appropriate in order to provide an opportunity for completion of an agreed programme of study.
- 5.5.5 For reassessment in a module, the Board of Examiners may allow a student one opportunity to:
- a) undertake a **resit** normally before the start of the next academic year in the failed component(s) of the module (in exceptional circumstances, the resit set may take the form of an alternative piece of work to the original assessment); and/or
 - b) at levels prior to the final level of an award, **retake** the whole module in the following academic year, including all assessments for that module. There is no right to 'retake' failed final level modules.
- 5.5.6 'Resit' is a further attempt of any assessment component within a module that has been failed at a previous attempt. The full merit mark for the component shall be awarded but the maximum overall mark for such a module successfully passed following a resit assessment is 40%, except where the

University Extenuating Circumstances Panel approves a claim relating to the assessment.

- 5.5.7 At the final level of an award, students will normally undertake any resits at the next available opportunity.

Resit opportunities

- 5.5.8 A student shall have the right to resit the following maximum number of credits at the respective levels:

Level 1 A level 1 student who does not meet the progression criteria set out in 5.3 but has a module mark below 30 in no more than 75 credits shall be entitled to resits in the failed assessments up to a maximum of 75 credits.

A level 1 student who does not meet the progression criteria set out in 5.3 but has a module mark below 30 in more than 75 credits shall have one opportunity only to retake the failed modules.

Level 2 A level 2 student who does not meet the progression criteria set out in 5.3 and fails no more than 90 credits and has a module mark below 35% in no more than 60 credits shall be entitled to resits in the failed assessments up to a maximum of 60 credits.

A level 2 student who does not meet the progression criteria set out in 5.3 and fails more than 90 credits and/or has a module mark below 35% in more than 60 credits shall have one opportunity only to retake the failed modules.

Level 3 Students are entitled to resit in failed modules up to a maximum of 60 credits.

Exceptionally, the Board of Examiners may agree a second resit attempt of a module at the final level of an award, subject to the overall limit on resit opportunities of 60 credits not being exceeded. Where a student has failed more than 60 credit points of study at the final level, the Board of Examiners may specify which modules, constituting no more than 60 credit points of study, the student shall be entitled to resit.

Retaking failed modules

- 5.5.9 Students who are not entitled to take resits or who, following resit assessment, fail to meet the general pass standard and are not therefore eligible to start on the next year of the programme, may be offered the opportunity to retake failed module(s) during the next academic year. Only in exceptional circumstances will a Board of Examiners offer such a re-take opportunity on a non-attending 'assessment-only' basis. Students retaking a module are required to enrol and pay the appropriate module fee.

International students who have a Tier 4 visa sponsored by the University of Lincoln and have been given a retake opportunity on a non-attending 'assessment-only' basis, and continued participation is not required for 60 or

more days, must return home during this period and their visa will be reported to the Home Office for curtailment.

Students will be able to request a new CAS to apply for a new Tier 4 visa to return to the UK when they resume study which includes timetabled taught sessions.

- 5.5.10 One opportunity only to retake any failed module shall be allowed, whether on the original programme of study or following transfer to another programme. Where students are retaking modules any marks previously awarded shall be void and the student shall be required to submit every assessment for that module. Assessment of the retake modules shall occur at the next available opportunity, normally in the following academic year.
- 5.5.11 A retake module is treated as a 'fresh start'. The marks recorded for assessments in a retake module shall be the merit marks awarded for the assessed work and the module shall not be subject to a 'capped' maximum of 40%. The student shall have the same resit opportunities for the level in question as set out in 5.5.8 above; but there shall be no second opportunity to retake the module if failed.
- 5.5.12 Students offered a retake opportunity in a failed elective module may, at the discretion of the Programme Leader, elect to take an alternative elective on the validated programme on a retake basis.

Part-time students

Resit opportunities

- 5.5.13 Where a part-time student fails a module, the Board of Examiners shall arrange for the student to receive academic counselling and guidance as to the best course of action in respect of reassessment, taking into account the requirements for progression to the next level or completion of the award. A part-time student shall not be required to complete 120 credit points of study at any level in order to be entitled to resit a failed module.

Retaking failed modules

- 5.5.14 Except at the final level of an award, where a part-time student fails a module at the resit opportunity the Board of Examiners shall consider the progress the student is making in their programme. Where the Board of Examiners is satisfied that the student is making adequate progress, and taking into account the maximum duration of study for the programme, the student shall be allowed to retake the module that was failed at the resit opportunity. One opportunity only to retake a module shall be allowed.

This provision shall not apply to students who are retaking modules under a part-time enrolment in order to retrieve module failures incurred under a full-time enrolment.

5.6 In-course Retrieval for Level 4 Integrated Masters Students Only²

5.6.1 Where, during the course of the academic year, a student fails an assessment, the student may be entitled to one opportunity to retrieve that failure before the end of that academic year. In-course retrieval shall not be available in cases where:

- a) the assessment is not submitted;
- b) the assessment is submitted late;
- c) where an academic offence allegation against a student has been found proven by the Academic Offences Committee;
- d) there is insufficient time for due process in relation to marking and consideration of results by the Board of Examiners to take place.

5.6.2 Where in-course retrieval is available a student may submit a further assessment, which will be defined by the module co-ordinator. A student will receive a maximum mark of 50% for work retrieved in-course. The right to in-course retrieval may only be exercised once in respect of any failed assessment.

5.7 Aegrotat Awards

5.7.1 Where a student's performance has been seriously adversely affected by illness or other valid cause and the student has been prevented from completing their programme of study the Board of Examiners may agree that an Aegrotat award be conferred. Aegrotat awards may be considered at any level provided the Board of Examiners is satisfied beyond reasonable doubt that the available evidence of previous performance demonstrates that the student would have achieved their chosen award were it not for the circumstances that prevented completion of their studies.

- a) In the case of undergraduate degree students the Board of Examiners shall be satisfied that the student has demonstrated, through modules pursued and work assessed at the level of the intended award, the ability to reach the standard required.
- b) If a student has not been assessed at the level of the intended award the Board of Examiners may agree that an Aegrotat award be conferred at the level where the student has, through modules pursued and work assessed, demonstrated their abilities.
- c) The Board of Examiners shall be satisfied that illness or other valid cause is likely to prevent the student from completing their studies within the maximum period of registration.

² Academic Board agreed on 16 January 2013 that the In-course Retrieval regulation shall not be available to Level 1, 2 and 3 students for 2015/16. In-course Retrieval will only apply to Level 4 Integrated Masters students for 2015/16.

- d) The student shall be asked to confirm that they are willing to accept an Aegrotat award. Where a student is not prepared to accept an Aegrotat award they shall be permitted to complete the assessments in question by a date approved by the Board of Examiners.
- e) A student accepting an Aegrotat award at an intermediate level cannot subsequently be re-examined for the intended award where they were previously a candidate.
- f) Where all assessments for an award, or an intermediate exit award, have been completed the student shall be considered under the regulations of the appropriate programme of study.
- g) This provision does not apply to programmes that also lead to professional registration or accreditation.

5.7.2 Aegrotat awards are conferred without class or distinction.

5.7.3 Where a student has died before completing their programme of studies a Board of Examiners may agree that an award be conferred posthumously.

5.8 Extenuating Circumstances

5.8.1 Extenuating circumstances are exceptional and unforeseen circumstances, beyond a student's control, which may have had a serious and adverse effect upon their assessed work.

5.8.2 It is the responsibility of the student to attend examinations, submit coursework for assessment as required and by the due date, and to provide the University Extenuating Circumstances Panel, in advance of the meeting of the Board of Examiners, with any relevant information on exceptional and unforeseen circumstances that may have adversely affected their assessment performance.

5.8.3 If a student claims that their performance has been adversely affected by extenuating circumstances, it is their responsibility to ensure that the evidence of such extenuating circumstances is provided, documented and independently substantiated, at the earliest possible opportunity.

5.8.4 Students are responsible for ensuring that claims for Extenuating Circumstances to be taken into account are submitted prior to the meeting of the Board of Examiners where the relevant assessments would normally be considered.

5.8.5 Students may not normally use any disability or illness that is catered for by the Student Wellbeing Centre's Needs Assessment as the basis for an Extenuating Circumstances application. The only exception to this might be the unexpected emergence of an underlying disability or illness which required further support. An Extenuating Circumstances application might be made in such circumstances but would be subject to the normal requirement for supporting evidence.

- 5.8.6 Where there is documented evidence of extenuating circumstances that will prevent attendance at an examination, or submission of a final piece of coursework on the agreed date, this should be presented to the Extenuating Circumstances Panel in advance of the assessment date. Where there are known and documented circumstances that will take place at a future date (for example, a hospital appointment for an operation which coincides with a formal examination) students are encouraged to submit these applications in advance. Though this may not be normal practice there may be some circumstances where an application should be made in advance.
- 5.8.7 The Board of Examiners shall normally treat the submission of extenuating circumstances as a request by the student for the Board to void the mark for the original assessment(s) to which the claim relates. Consequently, where a claim of extenuating circumstances is successful, a student shall normally be required to be reassessed, on the basis of a first sitting, in the relevant assessment items.
- 5.8.8 Circumstances accepted as valid by the University Extenuating Circumstances Panel are forwarded to the relevant Board of Examiners which shall consider whether or not the circumstances have affected performance in assessment and apply the decision concerning assessment.
- 5.8.9 For students enrolled on programmes leading towards a professional accredited qualification, circumstances accepted as valid by the University Extenuating Circumstances Panel, or where appropriate, shall be forwarded to the relevant Fitness to Practise Panel. Fitness to Practise Panels shall consider the circumstances in relation to the Fitness to Practise Policy for the programme upon which the student is enrolled and shall forward its recommendation to the relevant Board of Examiners.
- 5.8.10 Claims received too late for consideration by the Extenuating Circumstances Panel, and hence by the Board of Examiners, will be accepted only if the student can demonstrate there was good reason for the late application. The time limit for receipt of late applications is 10 working days following the release of results.
- 5.8.11 The responsibilities of students and Boards of Examiners in respect of circumstances that might adversely affect a student's performance are set out in detail in Annex E.
- 5.8.12 A claim for extenuating circumstances shall not be available to a student as a means to avoid an application of these Regulations to allegations of having committed an academic offence in relation to assessment.

5.9 Academic Offences

- 5.9.1 Where it is alleged that a student has committed an academic offence and the student has, in respect of the same piece of work, submitted a claim to the University Extenuating Circumstances Panel (ECP), matters will be dealt with as follows:
- a) The University Academic Offences Committee shall determine whether the allegation against the student is proven.

- b) Where the Academic Offences Committee finds the allegation to be proven, it shall recommend the penalty to be applied by the Board of Examiners. In determining the penalty, the Board of Examiners shall take full account of the ECP's finding as to the extent to which the claimed circumstances mitigate the commission of the academic offence and/or warrant any clemency in respect of the penalty.
- 5.9.2 Further details of the procedures relating to Academic Offences are set out in the University General Regulations and additional information on coursework is set out in Annex F.

5.10 Placements and Supervised Work

- 5.10.1 Where a programme of study includes an approved period of placement study or an approved period of work placement, the Board of Examiners shall decide whether a student is entitled to proceed to the placement at an appropriate time prior to the commencement of the placement. Where necessary, the Board of Examiners shall make any special arrangements for students to be reassessed.
- 5.10.2 A student following an approved placement is an enrolled student of the University, with attendant entitlements and obligations in respect of assessment and progression.
- 5.10.3 The Board of Examiners shall decide whether a student is entitled to proceed from a placement to the next stage of study on a programme of study. The Board of Examiners shall consider the criteria for progression established at the validation of the programme and, where necessary, shall make any arrangements for reassessment, or for activities akin to reassessment, to allow the student to demonstrate attainment of the learning outcomes of the placement.

5.11 Requirements of Accrediting Bodies

- 5.11.1 In respect of any undergraduate award, Academic Board may vary these Regulations in order to allow an award to satisfy the published assessment requirements of an accrediting body. Such approved variation shall be published as a Schedule to these regulations and adopted by the relevant Board of Examiners.
- 5.11.2 At programme validation, and following the submission of clear supporting evidence, the validation panel may agree that for academic reasons or to meet the requirements of accrediting bodies a student must achieve an overall mark of 40% in any specified module.
- 5.11.3 All variations to the University's Regulations shall be approved by Academic Board.
- 5.11.4 Variations to these Regulations, as approved by Academic Board, are available on the Secretariat's Portal at:
<http://secretariat.blogs.lincoln.ac.uk/university-regulations>.

A.6 Boards of Examiners

- 6.1 Boards of Examiners, established by Academic Board, shall determine a student's entitlement to tenure, progression and receipt of a University award. 'Board of Examiners' is used throughout the regulations to refer to the appropriate Board as defined by the current terms of reference.
- 6.2 Each College has a tiered structure of Boards of Examiners comprising Subject and College Boards of Examiners.
- 6.3 Boards of Examiners shall have responsibility for setting all assessments for students and for approving the timing of assessments. It is the responsibility of the Board of Examiners to consider and ratify the approved marks for the modules and to recommend the form of reassessment where a module has been failed by a student.
- 6.4 Boards of Examiners shall ensure that the arrangements for the assessment of students are consistent with the assessment regime established at validation for a programme of study.
- 6.5 No decision of a quorate Board of Examiners, acting within its approved terms of reference, may be modified by any authority within the University except as provided by the Academic Review and Appeals Procedure (see section 7 below) or in the event of an annulment of a formal assessment.
- 6.6 The proceedings of Boards of Examiners are confidential.
- 6.7 Module marks are approved when the schedule of marks for the module is signed by the module co-ordinator and, where relevant, the External Examiner.

- 6.8 Decisions concerning a student's right to progress from one level to the next, and on a student's entitlement to an award, are made by the Board of Examiners.
- 6.9 The decisions of Boards of Examiners shall be made available to relevant advisers and academic tutors to enable advice and guidance to be given to students.

A.7 Academic Review and Appeals

- 7.1 The decisions of Boards of Examiners reflect the collective academic experience of the University's teaching staff and the external examiners appointed to the boards. Boards of Examiners take seriously the responsibility to uphold the academic standards of the University.
- 7.2 There are occasions when a student might feel that they wish to dispute the decision of a Board of Examiners. Students are encouraged to raise any concerns informally with their School or Student Services staff as soon as they have accessed the Board's decision; and should be aware that if they wish to submit a formal request for a Review, this must be done within ten working days of having received notification of the decision.
- 7.3 The Review stage of the appeals process is a pre-requisite for a formal Appeal; it offers students the opportunity to seek assurance that all material circumstances were taken into account by a Board of Examiners when it arrived at its decision. A student who instigates the Review and Appeal procedures should continue with their studies as normal, including studying for reassessment.
- 7.4 Disagreement with a mark or a grade cannot itself constitute grounds for appeal.
- 7.5 Further details of the Academic Review and Appeals Procedure are set out in Part B of the University General Regulations.

A.8 External Examiners

- 8.1 Each programme shall have an External Examiner(s) approved and appointed by Academic Board.
- 8.2 The External Examiner(s) shall normally be present at the main Board of Examiners' meeting where decisions concerning final degree awards are made.
- 8.3 The External Examiner(s) shall be required to submit an annual report within a month of the Board of Examiners' meeting at which the final awards were decided.

A.9 Publication of Results

- 9.1 The confidential proceedings of a Board of Examiners shall not be disclosed by any member of the Board or designated University officers except as provided by these Regulations.

- 9.2 Numerical marks given by assessors in individual items of assessment and confirmed by Boards of Examiners shall only be disclosed to a student by a designated University officer.
- 9.3 A student shall only be given or be able to obtain their own marks.
- 9.4 Student Administration shall ensure that each student is provided with information on the results of assessment, reassessment opportunities or requirements, entitlement to progress and, where appropriate, entitlement to a University award.
- 9.5 Assessment results for all undergraduate students, once they have been ratified by the Boards of Examiners, are released online through Blackboard. A schedule of release dates for results is published on the Portal. The student is responsible for accessing this information about their results.
- 9.6 Results for final year students, together with the transcript of all module marks and their certificate will, unless otherwise notified, be presented to students at the University's Graduation ceremonies, except where a student has made a formal request to receive them earlier. Students unable to attend the relevant ceremony will receive the above mentioned documents via recorded delivery within four weeks after the ceremony.
- 9.7 Individual students who are sponsored, either by their employer or another educational institution, may give their consent for their results, attendance record, or other information to be made available to their sponsor. Students who are sponsored and who wish make available their results and details to their sponsor must complete 'The Consent to the Disclosure of Personal Information to Employers and Institutions Sponsoring Programmes of Study' form. Disclosure will only be made where a student has completed and signed the consent form.

Section B – Bachelor Degrees

The assessment regulations for Bachelor degree awards follow the regulations as set out in section 5 of the University Undergraduate Regulations, subject to the specified requirements below.

B.1 Pass standard and progression

Upon achievement of the general pass standard a student shall be awarded 120 credit points at the relevant level.

Students achieving the pass standard at Level 3 shall be entitled to be considered by the Board of Examiners for the award of an honours degree.

Progression to Level 3 on an ordinary degree route

Where, after resit assessment or (re)assessment as if on a first sit basis, a Level 2 student has achieved an overall mark of at least 40% in each of the modules that constitute 90 credit points of study, but a mark of less than 35% in any of the remaining modules, they shall be allowed to progress to Level 3 as a candidate for an ordinary (i.e. unclassified) degree. Progression to an ordinary degree will not be possible where pre-requisite requirements preclude this.

Students who do not wish to take the opportunity to progress to Level 3 on the ordinary degree route should inform Student Administration and seek advice from their Programme Leader

Students who have progressed from Level 2 to Level 3 on the ordinary degree route shall be allowed one further resit opportunity in any failed component of a Level 2 module. This must be taken during the course of Level 3 and before the meeting of the Board of Examiners. A resit attempt at a Level 2 module will count towards a student's entitlement to resit at Level 3 (except where the University Extenuating Circumstances Panel approves a claim relating to the assessment).

If a student redeems the failed Level 2 module(s) during the course of the Level 3 academic year, he or she may be considered for the award of an honours degree by the Board of Examiners.

B.2 Calculation of Bachelor Degree Honours

Where a student has been awarded a total of 360 credit points with 240 credits at Levels 2 and 3 and at least 120 at Level 3, then the Board of Examiners shall award the student an honours degree based on the most favourable outcome from the following three algorithms described:

- Calculating the weighted mean of all Level 3 module marks
- Calculating the weighted median of all Level 3 module marks
- Calculating the weighted mean of all Level 2 and Level 3 module marks

The Board of Examiners shall confer classifications as follows:

First Class Honours	70% or over
Upper Second Class Honours	60% or over
Lower Second Class Honours	50% or over
Third Class Honours	40% or over

In making these calculations appropriate weighting shall be given to the credit point value of the modules included and the result rounded up to the next whole number.

Where modules have been successfully passed upon reassessment the capped mark of 40% will be used in the calculation of a student's entitlement to receive an honours classification.

If a student has been awarded credit at Level 2 by AP(E)L, then the calculations of an honours classification shall normally be made on the basis of the most favourable outcome of the first two algorithms described above.

B.3 Alternative Exit Awards

In the circumstances defined in section 4.7 of the Undergraduate Regulations, a student may obtain an exit award.

The **Certificate of Higher Education** may be awarded to a student who has successfully completed 120 credit points on an undergraduate programme of study.

The **Diploma of Higher Education** may be awarded to a student who has successfully completed 240 credit points on an undergraduate programme of study of which a minimum of 120 credit points of study have been achieved at Levels 2 and/or Level 3.

An **Ordinary (without Honours) degree** may be awarded to a student who has successfully completed 300 credit points of study on an undergraduate programme, with at least 120 credits at Level 2 and at least 60 credits at Level 3.

Section C - Higher National Awards

The assessment regulations for Higher National awards follow the regulations as set out in section 5 of the University Undergraduate Regulations, subject to the specified requirements below.

C.1 Pass standard

Level 1

For both HND and HNC programmes, students who achieve the pass standard shall be awarded 120 credit points at Level 1.

Level 2

Students on HND programmes who achieve the pass standard shall be awarded 120 credit points at Level 2.

For HNC programmes, the pass standard at Level 2 is:

An overall module mark of not less than 40% in the module or modules that constitute the remaining 30 credit points of study.

Students at Level 2 of HNC programmes may be reassessed in failed modules up to a maximum of 30 credits. Exceptionally, the Board of Examiners may agree a second resit attempt of a Level 2 module, subject to the overall limit on resit opportunities of 30 credits not being exceeded.

A student who achieves the general pass standard at Level 2 shall have the right to be considered by the Board of Examiners for the award of an HND or HNC.

C.2 Module Marks and final award

Module marks are graded individually according to the following grading structure:

Percentage	Higher National Grade
70 and above	Distinction
50 and above	Merit
40 and above	Pass

Higher National Awards are awarded on a 'Pass Distinction', 'Pass Merit' or 'Pass' basis.

A student shall be awarded a Higher National:

- (i) with Distinction if the overall mean mark for the assessed elements of the programme is 70% or above.
- (ii) with Merit, if the overall mean mark for the assessed elements of the programme is 50% or above.

C.3 Alternative Exit Awards

In the circumstances defined in section 4.7 of the Undergraduate Regulations, a student may obtain an exit award.

The **Certificate of Higher Education** may be awarded to a student who has successfully completed 120 credit points on an undergraduate programme of study.

The **Higher National Certificate** may be awarded to a student who has successfully completed 150 credits points of study with at least 30 credits points of study at Level 2.

Section D - Foundation Degrees

The assessment regulations for Foundation Degree awards follow the regulations as set out in section 5 of the University Undergraduate Regulations, subject to the specified requirements below.

D.1 Pass standard

Upon achievement of the general pass standard a student shall be awarded 120 credit points at the relevant level.

A student who achieves the general pass standard at Level 2 shall have the right to be considered by the Board of Examiners for the award of a Foundation Degree.

D.2 Calculation of Final Award

Foundation Degrees are awarded on a 'Pass' or 'Fail' basis.

A student's performance on a Foundation Degree, or on a bridging programme, does not contribute to the calculation of any subsequent Honours degree classification.

D.3 Alternative Exit Award

In the circumstances defined in section 4.7 of the Undergraduate Regulations, a student may obtain an exit award.

The **Certificate of Higher Education** may be awarded to a student who has successfully completed 120 credit points of study on an undergraduate programme of study.

Section E - Graduate Diplomas and Graduate Certificates

The assessment regulations for Graduate Diploma and Certificate awards follow the regulations as set out in section 5 of the University Undergraduate Regulations, subject to the specified requirements below. Academic Board may approve variations for individual named Graduate Diploma and Certificate awards.

E.1 Reassessment Opportunities

Students are required to pass all modules with a mark of not less than 40%.

Students who have failed any module may be offered one opportunity to be reassessed in the failed modules, subject to the limits set out below:

Graduate Certificate

A student shall have the right to resit in failed modules constituting no more than 30 credit points of study. A student who has failed modules constituting fewer than 30 credits points of study may be allowed a maximum of two attempts to retrieve a failure, provided that such re-assessment does not entail the student being reassessed in a total of more than 30 credit points of study.

Graduate Diploma

A student shall have the right to resit failed modules constituting no more than 60 credit points of study. A student who has failed modules constituting fewer than 60 credits points of study may be allowed a maximum of two attempts to retrieve a failure, provided that such re-assessment does not entail the student being reassessed in a total of more than 60 credit points of study.

There is no right to 'retake' failed modules.

E.2 Final Award

Graduate Diplomas and Graduate Certificates are awarded on a pass or a fail basis or with distinction.

A student shall be awarded a Graduate Diploma or Graduate Certificate with distinction if he or she obtains a mean mark of at least 70% across all the modules assessed as part of their programme.

A candidate who has been reassessed in any assessment of the programme will not normally be regarded as eligible for the award of a distinction.

E.3 Alternative Exit Award

In the circumstances defined in section 4.7 of the Undergraduate Regulations, a student may obtain an exit award.

The **Graduate Certificate** may be awarded to a student who has successfully completed 60 credit points of study on a Graduate Diploma programme.

Section F - Integrated Master's Degrees

The assessment regulations for Integrated Master's Degree awards follow the regulations as set out in section 5 of the University Undergraduate Regulations subject to the specified requirements below.

F.1 Structure of Award

An Integrated Master's programme comprises 480 credits with 300-360 undergraduate credits integrated with 120-180 credits set at Master's (M) Level/Level 4. Where students exit with a Bachelor degree, any Master's Level/Level 4 credit gained will contribute to this award.

F.2 General Principles

Except where otherwise specified in this Section, Levels 1, 2 and 3 are subject to the Undergraduate Regulations and to the assessment regulations for Bachelor degrees. Level M/Level 4 is subject to the Taught Postgraduate Regulations.

Where there is a specified higher threshold governing progression, students who do not achieve this will be given reassessment opportunities as set out in these Regulations. If after reassessment, a student is unable to progress to the Master's level of the programme they shall be permitted to take the route of an appropriate Bachelor award provided their marks profile is in accordance with the University's Undergraduate Regulations as set out in section 5.

Students may elect to take the route of an appropriate Bachelor award instead of the Master's award provided their mark profile is in accordance with the University's Undergraduate Regulations as set out in section 5.

F.3 Progression and Reassessment at Level 1

The Level 1 requirements are identical to those for Bachelor degrees.

Students retaking failed modules at Level 1 will remain on the Integrated Master's Degree route for the retake year.

F.4 Progression and Reassessment at Level 2

4.1 Progression Requirements

To progress to Level 3, a student shall have met the University's general Level 2 pass standard:

'overall mark of not less than 40% in each of the modules that constitute 90 credit points of study and an overall pass mark of not less than 35% in the module or modules that constitute the remaining 30 credit points of study'

and also have achieved a mean of all module marks of not less than 50%.

4.2 Resit Opportunities

Students who have not achieved a mean of all module marks of at least 50% for all modules may be allowed one opportunity to be reassessed in modules with a mark below 50% up to a maximum of 60 credits.

Students who have not met the general Level 2 pass standard may be allowed one opportunity to be reassessed in modules with a mark below 50% up to a maximum of 60 credits.

Students who have a module mark below 40% in more than 90 credits and/or a module mark below 35% in more than 60 credits are not entitled to resit failed modules.

Resit module marks will be capped at either 40% or the original module mark, whichever is the higher. For the purposes of calculating whether a student, on reassessment, has achieved a mean of all module marks of at least 50% the merit mark of the module awarded on reassessment shall be used in making that calculation.

4.3 Retake Opportunities

Students who are not entitled to take resits, or who, following resit assessment fail to meet the general Level 2 pass standard and/or achieve a mean of all module marks of at least 50% will be ineligible to progress to Level 3 of the Integrated Master's degree award.

Students who have reached the general Level 2 pass standard or the requirements for progression on an ordinary Bachelor degree route will be eligible for admission to the appropriate Bachelor award at Level 3.

Students who have failed to meet the general Level 2 pass standard will be eligible for admission to the appropriate Bachelor award at Level 2 to retake the failed modules.

Only one opportunity to retake a module will be allowed, whether on the original programme of study or following transfer to another programme.

F.5 Progression, Award and Reassessment at Level 3

5.1 Progression requirements

To progress to Integrated Master's Degree Level a student shall have met the University's general Level 3 pass standard:

'overall mark of not less than 40% in each of the modules that constitute 90 credit points of study and an overall pass mark of not less than 35% in the module or modules that constitute the remaining 30 credit points of study'

and also have achieved a mean of all module marks of not less than 50%.

5.2 Award of Bachelor Degree

The award of Bachelor degree will be calculated in accordance with the University Undergraduate Regulations applicable at the time. The award will not be made, however, until the student exits the programme.

5.3 Resit Opportunities

Students who have failed to meet the general Level 3 pass standard and/or achieve a mean of all module marks of at least 50% will be entitled to one opportunity to resit modules with a mark below 50% in a maximum of 60 credits.

Resit module marks will be capped at either 40% or the original module mark, whichever is the higher. For the purposes of calculating whether a student, on reassessment, has achieved a mean of all module marks of at least 50% the merit mark of the module awarded on reassessment shall be used in making that calculation.

Students who following resit assessment fail to meet the general Level 3 pass standard and/or achieve a mean of all module marks of at least 50% will be ineligible to continue on the Master's award.

Students who have reached the general Level 3 pass standard but not the requirement of a mean of all module marks of at least 50% will be awarded the appropriate Bachelor award determined in accordance with the University Undergraduate Regulations for Bachelor degrees.

Students who have failed to meet the general Level 3 pass standard will be awarded the appropriate qualification determined in accordance with the Undergraduate Regulations for Bachelor degrees. Exceptionally, a student who has taken less than 60 credits of resits may allowed by the Board of Examiners a second opportunity to resit failed modules, subject to the overall limit of 60 credits not being exceeded.

5.4 Retake Opportunities

There is **no** opportunity to retake Level 3 modules.

F.6 Awards and Reassessment at Level M

6.1 Award of Integrated Master's Degree

A subject-specific classification and algorithm for the award is permitted which should be approved at validation of the programme or by Academic Board as a variation to the University's assessment regulations.

An Integrated Master's degree may be awarded by the programme's Board of Examiners on the basis of one of the following alternatives:

- i) the award has a postgraduate classification of Distinction, Merit or Pass as determined by a student who has achieved a mark of at least 50% in all modules studied at Level 4. In addition to reporting the final classification as described above, the transcript for a graduating Integrated Masters student shall also be issued showing the indicative classification attained at the end of Level

3. The standard formulae used in the University Regulations for Bachelor awards shall be used to generate the classification.
- ii) the award has an undergraduate Honours classification determined by calculating the weighted mean of all Level 3 and Level 4 module marks.
 - iii) the award has an undergraduate Honours classification determined by calculating the relative weighting of Level 2, Level 3 and Level 4 module marks using the ratio: Level 2: 20%; Level 3: 40%; and Level 4: 40%. The weighted mean average marks of all modules at each level would be combined.

6.2 Reassessment Opportunities

Students may resit up to 60 credits.

There is **no** opportunity to retake modules.

Students who have not met the pass standard after resit assessment will have failed the Integrated Master's Degree stage and will be awarded the Bachelor degree confirmed by the Board of Examiners on completion of Level 3 of the programme.

Section G - Short Courses and Individual Modules

The assessment regulations for short courses and individual modules follow the regulations as set out in section 5 of the University Undergraduate Regulations, subject to the specified requirements below.

Where a student fails a module, they shall be entitled to one opportunity to be reassessed by taking a resit assessment before the beginning of the following academic year in order to retrieve the failure.

A student is entitled to be reassessed in a failed module irrespective of how many credits have been successfully achieved at that point.

Where, following resit assessment, a student is unable to satisfy the module requirements, the Board of Examiners may, subject to availability of the module concerned, allow the student one opportunity to retake the module.

Where a student fails a module on reassessment, they may elect to take a replacement module. This will be considered as a retake attempt at the new module.

Undergraduate Credits, awarded either by the successful completion of individual modules or as part of the University Certificate or University Diploma, may be used for students wishing to apply for University of Lincoln undergraduate programmes and may, according to specific programme admissions requirements, be accredited as prior learning.

Annex A - Credit Structure of University Awards

Award	Tariff/Credit (level)	Maximum APL/ APEL credit that may be awarded	Notional learning hours
University Certificate	60 (level 1)	No credit allowed	600
University Diploma	60 (level 2 or 3)	No credit allowed	600
University Bridging Programme	15-45 credit points (level 2)	No credit allowed	150-450
Higher National Certificate (HNC)	120 (level 1) 30 (level 2)	90 (level 1)	1500
Higher National Diploma (HND)	120 (level 1) 120 (level 2)	120 (level 1) 30 (level 2)	2400
Certificate of Higher Education	120 (level 1)	75 (level 1)	1200
Diploma of Higher Education	240, with at least 120 at level 2	120 (level 1) 30 (level 2)	2400
Foundation degree	240, with at least 120 at level 2	120 (level 1) 30 (level 2)	2400
Ordinary (without Honours) degree	300, with at least 60 at level 3 and 120 at level 2	120 (level 1) 120 (level 2)	3000
Graduate Certificate	60 (level 3)	No credit allowed	600
Graduate Diploma	120 (level 3)	No credit allowed	1200
Honours degree	360, with at least 120 at level 3 and 120 at level 2	120 (level 1) 120 (level 2)	3600
Integrated Master's degree	120 (level 1) 120 (level 2) 120 (level 3) 120-180 (Masters level)	120 (level 1) 120 (level 2)	4800

Annex B - Mode and Duration of Study

Award	Mode of study	Minimum length	Maximum length
University Certificate	Part time	1 year	2 years
University Diploma	Part time	1 year	2 years
Higher National Certificate (HNC)	Full time Part time	18 months 2 years	3 years 4 years
Higher National Diploma (HND)	Full time Part time	2 years 3 years (or 6 semesters)	4 years 5 years
Certificate of Higher Education	Full time Part time	1 year 2 years	2 years 4 years
Diploma of Higher Education	Full time Part time	2 years 3 years (or 6 semesters)	4 years 5 years
Foundation degree	Full time Part time	2 years 3 years (or 6 semesters)	4 years 5 years
Graduate Certificate	Full time Part time	1 semester 1 year	4 semesters 3 years
Graduate Diploma	Full time Part time	1 year 2 years	3 years 4 years
Ordinary or Honours degree	Full time Sandwich Part time	3 years 4 years 4 years	5 years 6 years 8 years
Integrated Master's degree	Full time Part time	4 years 6 years	6 years 10 years

Annex C – Interruption of Study

Interruption of Studies During Term 1

Those students that interrupt studies between weeks 1 and 15 may resume studies the following academic year with no additional cost. Tuition fee liability in the interruption year will be calculated at 25% of the full tuition fee rate for that academic year. Tuition fee liability for the academic year studies are resumed will be calculated at 75% of the full tuition fee rate for that academic year.

Interruption of Studies During Term 2

Those students that interrupt between weeks 16 and 30 may resume studies the following academic year with no additional cost provided they resume study in week 16 or later. Tuition fee liability in the interruption year will be calculated at 50% of the full tuition fee rate for that academic year. Tuition fee liability for the academic year studies are resumed will be calculated at 50% of the full tuition fee rate for that academic year.

If a student resumes earlier than week 16, an additional charge, calculated at 25% of the full tuition fee rate for the academic year studies are resumed will also be payable to account for the repeat delivery of Term 1.

Interruption of Studies During Term 3

Those students that interrupt in weeks 31 and 32 may resume studies the following academic year with no additional cost provided they resume study in week 31 or later. Tuition fee liability in the interruption year will be calculated at 100% of the full tuition fee rate for that academic year and students will not be liable for tuition fees in the academic year studies are resumed.

If a student resumes earlier than week 31, an additional charge will also be payable, for the academic year studies are resumed, to account for the repeat delivery of term 1 and/or 2 calculated as follows:

Resumption of studies between weeks 1 and 15: 50% of the full tuition fee rate for the academic year

Resumption of studies between weeks 16 and 30: 25% of the full tuition fee rate for the academic year

Students may not interrupt studies for the current academic year after week 32. Students unable to complete assessments due to unforeseen circumstances during the subsequent examination and re-sit examination periods should submit a claim to the University Extenuating Circumstances Panel.

Students wishing to complete current year studies but interrupt studies for the following academic year may do so at the end of the examination periods - week 51.

Annex D – Conduct of Candidates in Examinations

1. Candidates will be admitted to an examination room not earlier than 10 minutes before the examination is due to commence.
2. Candidates shall sit at the numbered desks allocated to them in seating plans, and shall present their enrolment cards to invigilators as confirmation of their identity.
3. Candidates shall comply with all instructions from invigilators and any additional written instructions pertinent to their particular examination or award. Invigilators may require a candidate to leave the examination room if such a verbal instruction is not complied with.
4. No food or drink, other than a container of up to 500ml of water/soft drink and/or small snacks may be taken into the examination room, unless approved in advance following a Student Wellbeing Centre assessment.
5. Overcoats, cases and similar items (including mobile telephones, which must be switched off) must be left at the place set aside for that purpose. A candidate may take to the examination desk only the writing implements and other approved instruments, books and items necessary for the examination as specified by the examiners.
6. A candidate arriving late shall report to the invigilator.
7. A candidate will not normally be allowed to enter an examination room after the first 30 minutes of the examination have elapsed.
8. Candidates are responsible for checking that they have been issued with the correct examination paper.
9. A candidate who wishes to attract the attention of the invigilator should raise their hand.
10. A candidate who wishes to leave the examination room temporarily must be accompanied by an invigilator or by another member of staff.
11. A candidate may not leave the examination permanently during either the first 30 minutes or the last 30 minutes of an examination session, except in an emergency.
12. All Regulations dealing with academic offences, including plagiarism, shall apply.
13. Where a candidate is suspected of committing an academic offence they will be so informed by the invigilator in charge. The invigilator in charge shall endorse the candidate's answer book appropriately including reference to the time of the incident. The endorsed answer book will be withdrawn and a new book will be issued before the candidate is allowed to continue the examination. On conclusion of the examination the invigilator shall submit an incident report to the Registry. A list of all reported incidents will be forwarded to the relevant Colleges.

14. Candidates must not leave the examination room until all the examination papers have been collected by the invigilator and it is the candidate's responsibility to ensure that all of their papers are collected.
15. Failure to comply with these Regulations may be dealt with under the disciplinary or academic offences procedures.
16. Pregnant students may apply for special examination arrangements but this is not a requirement. A request to the Registry for special arrangements must be made in writing to provide evidence that the pregnancy will be at the time of the examination - a note from their midwife or practice nurse would be adequate. The dates and times of all examinations should be included in the written request. Any relevant medical advice relating to the student should also be made known at this point. The Registry shall make the necessary arrangements, providing an individual room if required and allowing an additional 10 minutes per hour for every hour of the examination.

Annex E – Extenuating Circumstances: Additional Information

1. Responsibilities of Students

- a) It is the responsibility of the student to attend examinations, submit coursework for assessment as required and by the due date, and to provide the University Extenuating Circumstances Panel, in advance of its meeting, with relevant evidence where exceptional and unforeseen circumstances may have adversely affected their performance in assessments.
- b) If a student claims that their performance has been adversely affected by extenuating circumstances, and submits an application for these circumstances to be taken into account, it is their responsibility to ensure that the evidence of such extenuating circumstances is provided, documented and independently substantiated, at the earliest possible opportunity.
- c) Students may download the Extenuating Circumstances pro-formas from the Portal or collect a copy from the Student Support Centre or their School/College Office. The form should be completed and signed, supporting evidence appended as appropriate, and submitted to their School/College Office.
- d) If a student wishes to submit an application for extenuating circumstances, they are strongly advised to talk this through with an appropriate member of staff (e.g. academic tutor), in the first instance.
- e) Individual students are responsible for ensuring that applications for Extenuating Circumstances to be taken into account are submitted prior to the meeting of the Board of Examiners where the relevant assessments would normally be considered.
- f) Applications can be withdrawn by the student at any time up until the meeting of the University Extenuating Circumstances Panel.
- g) If a student fails to attend examinations or to submit work for assessment by the due date, without good cause, the Board of Examiners has the authority to deem the student to have failed the assessments concerned. Late submission of work will be penalised.

2. Extenuating Circumstances which Adversely Affect Performance in Assessment

The following are examples of circumstances which may be treated as adversely affecting a student's performance in assessment. This list is not exhaustive.

- a) Illness affecting attendance at teaching or assessment.
- b) Illness affecting preparation for or of an assessment.
- c) Being the victim of a crime involving injury.
- d) Circumstances of a serious personal or emotional nature.
- e) Force majeure or other unpreventable event.

3. University Extenuating Circumstances Panel

3.1 A student's claim for extenuating circumstances in assessment shall be considered by the University Extenuating Circumstances Panel having regard to the following:

- a) The authenticity of evidence produced: is the evidence documented and verified by an independent and authoritative person not personally connected to the student e.g. a doctor, counsellor, police officer, etc
- b) The contemporaneity of the evidence: is the evidence up to date and relevant to the assessment claimed to have been affected?

Disability or Long Term Illness

3.2 Where the claim relates to a long term illness or disability that would be defined as a disability under the Equality Act (2010)³, and which may be more appropriately treated as requiring special support, the University Extenuating Circumstances Panel should establish whether the circumstances were known to the student and the University at the time of admission or enrolment.

- a) Where a long term illness or disability was not present, or not known to the student, at the time of enrolment, the circumstances may be dealt with by the Extenuating Circumstances Panel for those assessments being undertaken during the current period of enrolment. Future assessments shall be dealt with in accordance with University practice for the support of students with a disability or long term illness and students should contact the Disability Service for further advice. Unless there is good reason for non disclosure of the circumstances at an earlier time the Extenuating Circumstances Panel shall not consider assessments undertaken in previous enrolment periods.
- b) Where a long term illness or disability was present and known to the student at the time of enrolment, but the student did not disclose this to the University, these circumstances shall not normally, unless there was good reason for non disclosure, be considered as grounds for consideration by the Extenuating Circumstances Panel.
- c) Where a long term illness or disability was present and made known to the University at the time of admission or enrolment a needs assessment identifying additional support requirements will be undertaken. The disability or long term illness shall not be considered as an Extenuating Circumstance where a needs assessment has been provided by the University's Disability Service.

³ In the Act, a person has a disability if, they have a physical or mental impairment; the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

For the purposes of the Act, these words have the following meanings: 'substantial' means more than minor or trivial 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)

4. Boards of Examiners

- 4.1 Where it is deemed that circumstances have occurred which could have adversely affected the student's performance, the University Extenuating Circumstances Panel shall forward these to the relevant Board of Examiners or, where appropriate, to the relevant Fitness to Practise Panel.

The Board of Examiners shall consider whether, on the basis of the assessment profile, it is reasonable to conclude that the circumstances have actually affected performance.

Cases referred to a Fitness to Practise Panel shall be considered in relation to the Fitness to Practise Regulations and recommendations forwarded to the Board of Examiners.

- 4.2 Normally no student shall be eligible for an award or progression until such time as the Board of Examiners has sufficient evidence to satisfy itself that the student has achieved the appropriate standard for the award or progression. Extenuating circumstances can never compensate for insufficient evidence, provided through assessment, of achievement of the standard for an award or progression.

5. Outcomes

- 5.1 Where a student's performance is found to have been adversely affected by circumstances, the Board of Examiners shall apply the following:

Undergraduate and taught Postgraduate students: at levels other than the final level:

- a) The student shall either be allowed to take the assessment(s) concerned as if for the first time (or as if for the second time if the assessment affected by the extenuation is a reassessment) in a manner approved by the Board of Examiners; or
- b) Where there is sufficient evidence on which to base its decision, the Board of Examiners may deem the student to have passed the assessment(s) concerned. In determining assessment marks to be awarded where a student's extenuation has adversely affected their performance the Board of Examiners shall assign such marks as reflect the ability of the student as evidenced by other assessments.

Undergraduate and taught Postgraduate students: at the final level of an award:

- c) The student shall either be allowed to take the assessment(s) concerned as if for the first time, (or as if for the second time if the assessment affected by the extenuation is a reassessment) in a manner approved by the Board of Examiners; or
- d) Where sufficient evidence is available the Board of Examiners may make an award and, where applicable, an appropriate honours classification. Such evidence may already be available, or may be obtained through any means the Board of Examiners considers appropriate. In determining assessment marks to be awarded where a student's performance has been adversely affected by

extenuation the Board of Examiners shall assign such marks as reflect the ability of the student as evidenced by other assessments. Where determining the award of an honours classification the Board of Examiners shall not award a class of degree higher than the overall level which the candidate has achieved in assessed work.

Boards of Examiners must clearly record the rationale for each decision and ensure that decisions are compatible with comparable precedents.

See also; University Regulations concerning Aegrotat awards.

Annex F – Coursework: Additional Information

All coursework submitted for assessment should be, as far as possible, original. The following is offered as criteria for originality in coursework.

1. Coursework can be designated original only when its subject is presented (as far as possible) in a unique way i.e. a form that differs from that which is available in:
 - (a) published works;
 - (b) lecture/seminar handouts;
 - (c) the work of other students, past or present.
2. Originality does not preclude the proper use of published material, properly acknowledged. In most cases assignments would be seen as incomplete unless their content was:
 - (a) placed within the context of existing knowledge;
 - (b) related to the ideas and opinions contained in relevant published works;
 - (c) supported by illustrative examples.
3. In order to comply with the fundamental requirement that all coursework is original, students must ensure that:
 - (a) words, phrases and passages taken verbatim from a published work are placed in quotation marks and the source acknowledged (either within the text or using appropriate footnotes or other referencing); and that
 - (b) quotations take the form of brief extracts which focus on the point. (Only in exceptional circumstances should quotations exceed 100 words in length).

Where a student wishes to make lengthier use of a published work it is acceptable to summarise or to paraphrase the author's words, but the source of such summary or paraphrase must be properly acknowledged.

4. It is important that students recognise that unacknowledged collaborative work or the unacknowledged use of the work of others (plagiarism) is regarded by the Academic Board and Boards of Examiners as an academic offence and will be dealt with in accordance with the University Regulations. The following are examples of plagiarism:
 - (a) the inclusion of quotations from published works, the source of which is not properly acknowledged;
 - (b) the inclusion of passages which are closely based (in summary or paraphrase) on published material, the source of which is not properly acknowledged;
 - (c) the inclusion of material which is identical or virtually identical with that of another student, past or present, unless this method of presentation has been previously agreed with the member of staff concerned.