

TAYLOR'S UNIVERSITY AND UNIVERSITY OF THE WEST OF ENGLAND, BRISTOL

DUAL AWARDS FRAMEWORK

ACADEMIC REGULATORY FRAMEWORK

A **STANDARD OF AWARDS**

Definition: The academic standard of an award is defined by reference to the threshold knowledge and skills required of a student on entry to an award and by reference to the stated learning outcomes required for successful completion of the prescribed study or supervised research. Such learning outcomes shall be stated in the approved programme outline for each award and are informed by the QAA Academic Infrastructure, www.qaa.ac.uk and the Malaysian Qualifications Agency (MQA) www.mqa.gov.my

A1 The standard of the awards covered by these regulations shall be defined as:

Degree with Honours The standard expected of a student with prior knowledge and skills meeting the UWE and Taylor's entrance requirements who has successfully completed prescribed study including having demonstrated the capacity for sustained independent work.

Diploma of Higher Education The standard expected of a student with prior knowledge and skills satisfying the UWE and Taylor's entrance requirement who has successfully completed prescribed study.

Certificate of Higher Education The standard expected of a student with prior knowledge and skills satisfying the UWE and Taylor's entrance requirements who has successfully completed prescribed study.

B **MINIMUM CREDIT REQUIREMENTS**

B1.1 The following credit requirements are the minimum credit requirements for eligibility for the stated University award.

	Level 0 or above	Level 1 or above	Level 2 or above	Level 3 or above
UWE Degree with Honours	Not less than 360	Not less than 340	Not less than 200	Not less than 100
Taylor's Degree with Honours	Not less than 120	Not less than 120	Not less than 80	Not less than 36
UWE DipHE	Not less than 240	Not less than 220	Not less than 100	n/a
UWE CertHE	Not less than 120	Not less than 100	n/a	n/a

B1.2 Students registered for a dual award may enrol for a maximum of 120 UWE credits and a maximum of 40 Taylor's credits in any one year.

C1 **ASSESSMENT**

- C1.1 Assessment of performance is an integral part of the student learning experience. Both summative and formative forms of assessment are used by UWE and Taylor's. Formative assessment is used to enable the students to develop their understanding and skills of assessment and does not contribute to the final mark/grade for the module. Summative assessment is used to assess whether or not the students have met specific learning outcomes and the standard attained and does contribute to the final mark/grade for the module.
- C1.2 Students will be provided with UWE and Taylor's policies governing the assessment of students, including the principles of assessment and assessment responsibilities, as appropriate.
- C1.3 Responsibility for selecting assessment tasks shall lie with the module teams at Taylor's and UWE in accordance with local procedures.
- C1.4 Assessed activities shall include as wide a range of assessment methods as possible and shall be made explicit in module guides.
- C1.5 The demands of any assessed activities shall take account of the credit level and credit rating of the module in accordance with local procedures.
- C1.6 Both UWE and Taylor's will implement mechanisms to ensure comparability of the assessment demands of modules of the same type and level.
- C1.7 Assessment requirements shall seek to provide a balance between formative and summative assessment at each level of the dual award concerned.
- C1.8 Taylor's and UWE will agree a process whereby draft assignment and examination topics/papers together with assessment criteria and marking schemes, as appropriate, are reviewed by external examiners. The external examiner's comments and views will assist internal examiners in calibrating assessment requirements with those in operation elsewhere in higher education and, where appropriate, with standards expected of professionally accredited awards.
- C1.9 All students will be given sufficient advance notice of all assessed activities which will be explained clearly to them when assignments are set. Submission dates and times for each assignment will be specified at the beginning of the module delivery period.
- C1.10 With the exception of unseen examinations, the assignment specifications will include the criteria by which each student's performance will be assessed.
- C1.11 Successful completion of a 12-week internship is compulsory in order to achieve a Taylor's award. Within the Dual Awards Framework, as part of mapping the UWE and Taylor's awards programme teams will ensure that it is clear how the internship has been mapped against the learning outcomes required to achieve the UWE award.

C2 **ANONYMITY IN ASSESSMENT**

Definition: anonymous marking is an important element in the quality assurance of the assessment process. The rationale for anonymity is the protection of candidates against the possibility of bias in assessment.

- C2.1 The majority of summative assessed activities will be marked anonymously. The exceptions are given in C2.2 below.

C2.2 Examples of summative assessed activities for which anonymous marking does not apply include dissertations, projects and creative artefacts assessed by staff who have acted in a supervisory role; individual and group presentations; oral examinations and interpreting.

C2.3 Anonymity shall be maintained where the assessor or second marker of a dissertation, project or creative artefact is a member of staff or other recognised authority appointed by UWE or Taylor's who has not supervised the work directly or indirectly.

C3 **MODERATION OF MARKS**

C3.1 Sample double marking will be carried out for 10% (ten percent) of the student population for each module. The sample should include all borderline passes and fail outcomes and should reflect the full range of performance for each cohort.

C3.2 The sampling process shall be organised by the module leader who shall report to the Module Board any action taken to moderate marks as a result of the sampling process.

C3.3 Sample moderation of level 3 modules will be carried out by UWE. The sample should include borderline passes, fail outcomes, some projects and should reflect the full range of performance for each cohort. The moderation process will be organised by the Exam Centre at Taylor's who shall report any action taken to moderate marks as a result of the moderation process.

C3.4 All level 3 projects shall be double marked with no marks or comments from the first marker visible to the second marker.

C4 **ASSESSMENT FEEDBACK**

C4.1 Feedback on performance in assessment and the mark or grade awarded will be provided in an appropriate format and within a reasonable period. This period should not normally exceed four working weeks (excluding vacation periods). Where the period is longer than four weeks students will be informed of the deadline for the provision of feedback and the reason for the extension.

C4.2 Marks or grades that have not been confirmed by an examining board will be considered as provisional.

C4.3 Both UWE and Taylor's will ensure that students are informed about the ways in which assessment feedback will be provided at the two institutions.

C4.4 Feedback to students on coursework will:

- inform students explicitly whether or not they have met the assessment criteria
- inform students how well they have met the assessment criteria
- describe how students could have improved the current piece of work and/how they could improve future work
- be legible

C4.5 Additionally, where possible, feedback will:

- provide comments on content and technique

- act as a form of dialogue between student and tutor
- encourage students to reflect critically on their work
- improve students' understanding of the topic of the assignment, particularly highlighting areas where misunderstanding is evident

C4.6 Feedback on examinations will inform students of the mark (at UWE) or the mark and grade (at Taylor's) obtained.

C4.7 Additionally, students shall have access to feedback on individual examinations. Students will be able to obtain this feedback by at least one of the following:

1. attending a feedback event at which generic feedback is provided
2. having access to on-line or written generic feedback
3. having a tutorial with a marking tutor

C5 **MODULE ASSESSMENT, REFERRALS AND REASSESSMENT**

Definitions of reassessment:

A **second attempt** (resit): *having failed to reach a pass standard at the first attempt, the opportunity to be assessed for a second time in those components which were failed without attendance*

A **third attempt** (repeat): *having failed to reach a pass standard at the second attempt (resit) the opportunity to repeat the module with attendance and to undertake all of the assessments again*

A **fourth attempt** (a second resit): *having failed to reach a pass standard at the third attempt (repeat) the opportunity to be assessed in those components which have been failed.*

C5.1 UWE modules will be assessed and marked in accordance with its own institution's regulations and policies governing the assessment of modules.

C5.2 Taylor's modules will be assessed and marked in accordance with its own institution's regulation and policies governing the assessment of modules.

C5.3 To pass a UWE module at levels 1 to 3 students must achieve an overall module mark of not less than 40%. Where the module has two components, students must achieve at least 35% in each component in order to pass the module. A mark below 35% in either component means that the module has not been passed.

C5.4 To pass a Taylor's module at levels 1 to 3 students must achieve an overall module mark of not less than 50%. Where the module has two components, students must achieve at least 40% in each component in order to pass the module. A mark below 40% in either component means that the module has not been passed.

C5.5 These regulations allow for four attempts at a module as follows:

- first attempt
- second attempt (resit)
- third attempt (repeat)
- a fourth attempt (a second resit) the opportunity to be assessed for a fourth time

C5.6 Students who do not pass a module at the first attempt have a right to a second attempt (resit), except where regulation C7.1 applies.

C5.7 The form of a second attempt (resit) of assessment will be stated in the module

outline.

- C5.8 The mark for a second attempt (resit) component or components is capped at 40% for UWE modules.
- C5.9 The mark for a second attempt (resit) component or components is capped at 50% for Taylor's modules.
- C5.10 Students who do not pass a module following a second attempt (resit) will be permitted a third attempt (repeat) with attendance and be required to undertake all of the assessments again. The mark for the third attempt (repeat) will not be capped.
- C5.11 Students who do not pass a module at the third attempt (repeat) will be permitted a fourth attempt (second resit).
- C5.12 The mark for the fourth attempt (second resit) will be capped at 40% for UWE modules and 50% for Taylor's modules.
- C5.13 Students failing the module following the fourth attempt (second resit) on a module which is compulsory for the named award for which they are registered will have their registration for that award terminated by UWE and Taylor's.
- C5.14 Students who do not pass a module following the fourth attempt (second resit) on an optional module may take an alternative module if valid alternative modules are available. If students enrol on an alternative module, this module will be treated as a new enrolment and will be subject to the normal rules of assessment.

C6 LATE SUBMISSION OF WORK FOR ASSESSMENT

- C6.1 A deadline shall be set for the submission of every piece assessment. UWE and Taylor's will inform students of the deadline by which work should be submitted.
- C6.2 The hand in time for all assessments will be 2:00pm local time. This will apply from Monday to Thursday and applies to all modules at all levels. Deadlines will not be set to fall on public holidays.
- C6.3 Work submitted up to 24 hours after the published deadline will be penalised as follows:
 Level 0-3 UWE modules:
 a mark of more than 40% for the assessed piece of work will be reduced to 40%. The reduced mark for the assessed piece of work will be used in the calculation of the overall module mark;
 a mark of 40% or less will stand and be used in the calculation of the overall module mark.

 Level 1-3 Taylor's modules:
 a mark of more than 50% for the assessed piece of work will be reduced to 50%. The reduced mark for the assessed piece of work will be used in the calculation of the overall module mark;
 a mark of 50% or less will stand and be used in the calculation of the overall module mark.

 In the event that extenuating circumstances are submitted and approved for a piece of work that is handed in within the late work period (the 24 hour 'window') this will have an effect on whether the penalty will stand or not.

- C6.4 An Extenuating Circumstances Panel has the discretion to remove a late work penalty in the event that:
1. extenuating circumstances are submitted by a student that expressly give reasons for submitting the work within the late work submission 24 hour window;
 2. the submitted extenuating circumstances are approved by an Extenuating Circumstances Panel.
- C6.5 In the event that an Extenuating Circumstances Panel makes a discretionary decision to remove the late work penalty the Faculty or School should ensure that:
1. the extenuating circumstances reports and minutes reflect the decision;
 2. the student record is amended.
- C6.6 Work will not be accepted after the 24 hour window and will be recorded as a non-submission.
- C6.7 The normal expectation is that students will submit their work in person or online where permitted and/or required. However, students who submit their work by post are advised that they should do so using registered post. Irrespective of the form of postage used, students must ensure that posted work reaches UWE or Taylor's on or before the published deadline. Where students do not use registered post and the work goes astray in the post, faculties will deem such work not to have been submitted. Where a student uses registered post and the work goes astray UWE or Taylor's will accept the registered post document as proof of the date the work was posted and the student will be permitted to resubmit the work. It is the responsibility of the students to check that work posted has been received and to ensure that they keep a second copy of their work.

C7 ABSENCE FROM OR NON-SUBMISSION FOR ASSESSMENT

- C7.1 Students will forfeit their right to a second attempt (resit) if they do not submit the final piece of coursework assessment for the module or or attend an examination for the module as identified in the module guide.
- C7.2 Students who forfeit their right to a second attempt (resit) under C7.1 will be required to repeat the module with attendance and undertake all assessments again (third attempt (repeat)).

D EXAMINING BOARDS

Definition: examining boards are University bodies that have responsibility for confirming results, progression and classifying students' degrees.

- D1.1 **Examining Boards: General Regulations**
- D1.2 Examining boards are accountable to the Academic Boards of UWE and Taylor's and shall have a constitution approved by or on behalf of the Academic Boards. Examining boards will include external examiner(s) approved by the Academic Boards of both UWE and Taylor's.
- D1.3 UWE and Taylor's will provide full administrative support for examining boards and will ensure that all such boards maintain comprehensive and accurate records of proceedings which comply with any requirements of the Universities issued by the Academic Registrars of UWE and Taylor's. The minutes of all examining boards should be submitted to the Academic Registrars (or nominees) of UWE and Taylor's as soon after the examining board meeting as is practical.

- D1.4 An examining board will normally be chaired by the Executive Dean/Dean of the relevant faculty/school (or equivalent) or by an appropriately senior member of academic staff nominated by the Executive Dean/Dean.
- D1.5 No student shall be a member of an examining board for his or her programme or attend an examiners' meeting for such programme other than as a candidate for assessment. No member of staff who is enrolled on a module or registered for an award under consideration by the board shall be a member of the board whilst the module is under discussion.
- D1.6 The quorum for an examining board will be two thirds of the members eligible to attend. The quorum must include an external examiner. An examining board which does not include an external examiner either in person or via a video, telephone or other link is not authorised to assess students for an award or for credit or to recommend the grant of an award to a student.
- D1.7 No other body or person may act on behalf of the Academic Boards of UWE and Taylor's in recommending the award or credit or granting of an award that are governed by this Academic Regulatory Framework.
- D1.8 Where there is a disagreement between the external examiner(s) and the internal examiners which cannot be resolved through discussion, the decision of the external examiner(s) shall normally be accepted as final by the examining board. Any unresolved disagreement between external examiners shall be referred to the Chairs of the UWE and Taylor's Academic Boards for determination.
- D1.9 No recommendation for the grant of an award may be made without the written consent of the approved external examiner(s).
- D1.10 The proceedings of an examining board are binding on its members and confidential to it, a panel of its members or to a review panel authorised by the Academic Boards of both UWE and Taylor's, or to such officers as may be authorised by the Vice-Chancellors for the purpose of considering an application for the review of a decision of an examining board.

D2 **Module Boards**

- D2.1 A module board is responsible for determining:
- a that all assessments undertaken for modules are properly scrutinised and marked
 - b that all assessments are properly conducted
 - c the impact, if any, of adverse circumstances affecting the delivery or assessment of a module on the performance of an identifiable cohort or an identifiable sub-group within a cohort on a component of assessment or a module as a whole
 - d the mark or decision to pass/not pass made in respect of each student for assessment, referral or reassessment on each module
 - e the award of credit, to a student where assessed performance meets the minimum threshold required for a pass in each module that is covered by these regulations
 - f action, including the imposition of a penalty affecting the assessment decision as permitted by these regulations, where a student has committed an assessment offence

- g any matters arising from analysis of assessment data for modules within the board's jurisdiction which it wishes to draw to the attention of appropriate bodies
- D2.2 When a module board makes a decision on the assessment of students in modules it shall take account of any circumstances relating to the delivery or assessment of a module adversely affecting the performance of a whole cohort or a particular sub-group of students on a component of assessment or the module as a whole. A module board may consider such matters when requested to do so by members of staff, students enrolled on the module in question or as a consequence of a report received from examination invigilators.
- D2.3 A module board which receives a report and/or recommendation from an Executive Dean/Dean's nominee or from an investigating group about an assessment offence (see regulation G below) shall decide one of the following:
- a to take no further action; or
 - b to reduce the mark for the relevant piece of assessment; or
 - c to reduce the mark awarded for the relevant piece of assessment to zero; or
 - d to deem the student to have failed the module and to determine whether to permit any further attempts.
- D2.4 A Module Board shall have as its membership:
- a the Dean (Taylor's) or Executive Dean (UWE), or authorised nominee, of the faculty/school having academic responsibility for the modules (chair).
Responsibility for chairing will rotate on Bi-annual basis
 - b the module leader, or nominee, for all modules within the jurisdiction of the board under consideration at the meeting
 - c the external examiner(s)
 - d the Programme Director(s) at Taylor's or equivalent at UWE of the faculty/school having academic responsibility for the modules within the jurisdiction of the board under consideration at the meeting
 - e representation from UWE and/or Taylor's, as appropriate
- D2.5 The board may have in attendance such other persons external to UWE or Taylor's as may be designated by the Dean (Taylor's) or Executive Dean (UWE) of the faculty/school to assist the board in the exercise of its responsibilities.
- D2.6 The secretary to the Module Board will be the Examination Centre Manager of Taylor's, or designated nominee.
- D2.7 The Academic Registrars of UWE and Taylor's, or their nominees, may attend the Module Board.

D3 **Award Boards**

- D3.1 An award board is responsible for determining for all the awards within its jurisdiction:
- a recommendations for named awards within the jurisdiction of the board
 - b eligibility of a student for an interim award within the jurisdiction of the board
 - c the effect of any extenuating circumstances on the performance of a student in relation to an award or to progression within an award
 - d the progression of a student to further study on an award

- e the classification for honours of an award taking account of a student's overall assessment profile.
- D3.2 An award board may exercise its discretion as is allowed for in regulation D4 below.
- D3.3 An Award Board shall have as its membership:
- a The Dean (Taylor's) or Executive Dean (UWE), or authorised nominee, of the faculty/school holding academic responsibility for the awards under consideration by the board (chair). Responsibility for chairing will rotate on a bi-annual basis.
 - b The Programme Director(s) at Taylor's or the equivalent at UWE of the faculty/school responsible for the awards under consideration by the board
 - c award leaders, or authorised nominees, for the awards under consideration by the board
 - d the external examiner(s)
 - e for any awards carrying professional recognition or accreditation, such other external examiners as are approved to represent the professional body(ies) for awards under consideration by the board
 - f representation from UWE and/or Taylor's, as appropriate
- D3.4 The board may have in attendance, such other persons as may be designated by the Dean (Taylor's) or Executive Dean (UWE) of the faculty/school to assist the board in the exercise of its responsibilities.
- D3.5 The secretary to an Award Board shall be the Divisional Office Manager of Taylor's or authorised nominee.
- D3.6 The Academic Registrars at both UWE and Taylor's, or their nominees, may attend any award board.

D4 **Award Board discretion**

- D4.1 Where there is a variable outcome as a result of the different methods used to calculate the classification for honours at UWE and Taylor's the final classification is at the discretion of the Award Board.
- D4.2 An award board may recommend an award to students who have not achieved the credit specified for the award where the board has accepted their extenuating circumstances and they have achieved at least 80% of the credit required for the award and subject to students having met professional body requirements where appropriate.
- D4.3 Except where statutory or professional bodies require otherwise, marginal failure (37% - 39% in UWE modules and 47% - 49% in Taylor's modules) may be condoned by award boards as follows, provided students have passed modules worth a minimum of 90 credits (UWE) and 30 credits (Taylor's) at the same level:
- a a maximum of 30 UWE credits at level 1; a maximum of 10 Taylor's credits at level 1
 - b a maximum of 30 UWE credits at level 2; a maximum of 10 Taylor's credits at level 2
 - c a maximum of 30 UWE credits at level 3; a maximum of 10 Taylor's credits at level 3
- but overall a maximum of 45 UWE credits and a maximum of 15 Taylor's credits can be condoned at levels 2 and 3. (See also section J of this Academic Regulatory

Framework)

D5 External Examiners

Definition: An examiner who is not a member of UWE or Taylor's staff whose primary duty is to ensure that the academic standards of both UWE and Taylor's awards are comparable to similar awards in other UK and Malaysian universities, and that examinations and other assessments are fair and conducted in accordance with these regulations.

D5.1 An Award Board must have at least one external examiner.

D5.2 The Academic Boards of UWE and Taylor's shall establish procedures relating to the selection, approval, appointment, roles and responsibilities of external examiners.

D5.3 External examiners shall:

- a be sent all necessary information and materials relating to their role and responsibilities and the University's requirements
- b as required by their specific responsibilities, judge students impartially for assessment without being influenced by previous association with either UWE or Taylor's, the staff of UWE and Taylor's or any of the students
- c as required by the specific responsibilities, compare the performance of students with information available on the assessment of students elsewhere in higher education and/or with the standards expected by the appropriate professions
- d be knowledgeable about and competent in assessing student achievement in higher education at levels relevant to the subjects and awards to which their appointments relate
- e have broad and current knowledge and relevant expertise in the area of work related to their appointment

D5.4 External examiners shall report annually in writing to the Vice-Chancellors of UWE and Taylor's in accordance with procedures agreed by the two institutions on the conduct of the assessments with which they have been involved and on related matters taking account of UWE and Taylor's requirements for such reports as determined by their respective Academic Boards.

D5.5 UWE and Taylor's may agree, in writing, to terminate the appointment of an external examiner if the external examiner has not fulfilled his or her duties in a manner consistent with the standards required by UWE and Taylor's.

D6 Module Board External Examiners

D6.1 Module Board external examiners shall be appointed with responsibility for a module or specified group of modules.

D6.2 Module Board external examiners shall:

- a ensure that the assessments are conducted in accordance with the approved regulations for the module(s)
- b scrutinise a sample of the work from each module for which they are responsible in order to ensure that marking is at an appropriate level and that candidates are fairly placed in relation to the cohort
- c have the right if necessary for the discharge of their responsibilities to have access to all assessed work for each module for which they are responsible

- d have the right to moderate the marks awarded by internal examiners consistent with fairness to all candidates and subject to report the Module Board
- e attend the meetings of the Module Board to which they are appointed at which decisions on the award of credit are made and ensure that those decisions have been reached by means according with UWE and Taylor's and with normal practice in higher education
- f participate as required in any reviews of decisions about individual students' performance on modules taken by the Module Board during the examiner's period of office
- g submit a report to UWE and Taylor's on the effectiveness of the assessments and the conduct of the Module Board and any matters arising in accordance with UWE and Taylor's requirements for such reports
- h report to the Vice-Chancellors of UWE and Taylor's or their nominees on any matters of serious concern arising from the assessments which put at risk the standard of a module.

D6.3 The period of appointment for external examiners shall be for a period of two years with the option to extend for a further two years. The maximum period of appointment will be four years although an extension to five years may be possible in certain circumstances. No individual may be appointed to serve again within five years of the end of the previous period of appointment.

D7 **Award Board external examiners**

D7.1 Award Board external examiners shall:

- a ensure that all assessments are conducted in accordance with these regulations
- b ensure that the responsibilities of the award board relating to a student's eligibility for an award are fully and properly discharged in accordance with the assessment regulations
- c attend the meetings of the award board to which they are appointed at which decisions on recommendations for award(s) are made and ensure that those recommendations have been reached by means consistent with UWE and Taylor's requirements and with normal practice in higher education
- d participate as required in any reviews of decisions about individual students awards taken during the examiner's period of office
- e have access to relevant assessed work where necessary for the discharge of these responsibilities
- f submit a report to both UWE and Taylor's on the effectiveness assessment and the conduct of the Award Board and any matters arising in accordance with the University's requirements for such reports
- g report to the Vice-Chancellors of UWE and Taylor's on any matters of serious concern arising from the assessment which put at risk the standard of the award(s).

D7.2 Exceptionally, an Award Board examiner, assisted as necessary by another examiner of her or his choosing, may conduct a viva voce examination to assist an Award Board in determining classification for honours.

E **EXTENUATING CIRCUMSTANCES**

E1.1 *Definition: extenuating circumstances are unforeseen, unexpected, significantly disruptive and beyond a student's control and must relate to a specific piece of assessment or examination rather than being problems of a kind that affect a year as a whole or parts of it.*

E1.2 *Circumstances likely to be accepted:*

- *serious personal accident or injury of self or close family member*
- *death of a close family member (eg partner, parent, child)*
- *major household problem (eg fire)*
- *impact of natural disaster, civil disruption or other major hazard (including major breakdown in transport system)*
- *relationship breakdown*
- *major, unplanned and verified changes in work commitments*

E1.3 *Circumstances unlikely to be accepted:*

- *personal illness or disability for which special arrangements are already in place*
- *colds or known conditions such as hay fever*
- *normal examination stress or anxiety experienced during revision or the assessment period (unless corroborated by medical evidence as a chronic condition and undergoing treatment)*
- *non serious domestic or personal disruptions (eg moving house, change of job, holidays, weddings, normal job pressure, failed travel arrangements, financial difficulties, oversleeping)*
- *study related circumstances (equipment failure including computing/printer difficulties (unless they occur in the examination itself), failure to have taken back up copies for work stolen or corrupted, bunching of deadlines/examinations, missing books, poor time management, misreading the examination timetable, taking the wrong examination)*

E1.4 A student who is of the opinion that his or her performance in an examination or in other assessed work, or his or her ability to attend an examination has been adversely affected within the definition of extenuating circumstances given in E1.1 above should submit an extenuating circumstances form to the faculty/school student adviser (if at UWE) or the Examinations Centre (if at Taylor's). The form must be accompanied by supporting documentary evidence.

E1.5 Where supporting documentary evidence is not supplied with an extenuating circumstances request, or is deemed by the Award Board to be inadmissible, any subsequent application by the student for a review of the Award Board's decision may be rejected if based on claimed extenuating circumstances.

E1.6 Requests by students for consideration of extenuating circumstances shall normally be submitted prior to the assessment for which the request is being applied.

E1.7 Requests for extenuating circumstances shall be considered by an Extenuating Circumstances Panel constituted in accordance with agreed procedures. The Panel may, if appropriate, request and receive reports from tutors and interview students in order to allow it to clarify the extenuating circumstances. The Panel shall make decisions about the acceptability of the extenuating circumstances and the evidence submitted.

E1.8 An Award Board shall judge what effect, if any, the approved extenuating circumstances have had on the student's performance. The discretion available to an Award Board may be limited for certain awards where a professional, accrediting or statutory body has particular requirements. An award board may:

- a permit students an exceptional fourth attempt (second resit) at a module after the repeat third attempt (repeat). The mark for a fourth attempt (second resit) will be

- capped at 40% for UWE modules and 50% for Taylor's modules.
 - b permit the mark from a second attempt (resit) to be uncapped
 - c waive forfeiture of the second attempt (resit) where extenuating circumstances have been accepted
 - d accept failure to pass module(s) in recommending eligibility for a dual award subject to students obtaining at least 80% of the credit requirements for the award¹
 - e permit a student to continue on an award despite failure in one or more modules subject to the student satisfying any specific requirements, including any pre-requisites, for the award, subject to regulation B1.2 above (maximum enrolment in credit requirements)
 - f recommend for an award in aegrotat form where it has insufficient evidence of the student's achievements to recommend the award for which the student was a candidate and where an interim award would be inappropriate, but where it is satisfied that but for illness or other valid cause the student would have reached the standard required.
- E1.9 Where an award board recommends an award under E1.8d above, and students have not exhausted all the assessment attempts valid for the award, they have the right to decline the award and to exercise the right to decline the award and to exercise the right to take further assessment attempts and/or exceptionally permitted attempts.
- E1.10 The decision of an award board to recommend students for awards where students have failed a module does not mean that students are awarded credit for the failed module.

F ALTERNATIVE ASSESSMENT ARRANGEMENTS FOR STUDENTS WITH DISABILITIES

- F1.1 Where a student is unable, through disability or specific learning difficulty to be assessed in the way specified in the module outline, the examiners may in advance of offering the module vary the media and way as appropriate, having regard to the objectives of the module and award and the need for fairness and the maintenance of standards.
- F1.2 Adapted assessment arrangements shall be provided by UWE and/or Taylor's where necessary for students with physical and sensory disabilities, with specific learning difficulties (including dyslexia), with psychological problems or with chronic medical conditions.
- F1.3 In cases where there is no clear physical or sensory disability the candidate shall provide a doctor's letter or psychologist's report to support his or her request for adapted arrangements.
- F1.4 Students are required to make early requests for alternative examination arrangements. UWE and Taylor's cannot guarantee to process requests unless made before the end of the term preceding the examinations.
- F1.5 The arrangements may involve extra time, special room arrangements, the use of an

¹ Award Boards should also consider the implications of accepting failure in core or compulsory modules, particularly for awards that lead to professional qualifications or have professional accreditation or recognition, to ensure that the student is not disadvantaged by applying this regulation.

amanuensis or computers, question papers in alternative format or other appropriate support.

- F1.6 Details of the arrangements for any individual shall be agreed between the faculty and the Disability Resource Centre at UWE and between the school and the Examinations Centre at Taylor's. Existing practice and experiences shall be taken into account, as shall the individual's requirements and precedents in previous educational settings.
- F1.7 Students who have a medical certificate to cover absence from the University with an infectious illness should not be admitted to any examination room. They should be advised to submit Extenuating Circumstances in accordance with E above.
- F1.8 Students who have a medical certificate as above, but which recommends that they should be allowed to sit their examinations in a separate room, should submit the medical evidence as quickly as possible to the faculty Examinations Officer at UWE or the Examinations Centre at Taylor's. However, neither UWE or Taylor's is obliged to put anything in place at short notice, and staff and other students should not be placed at risk. The standard rules for the conduct of examinations shall apply to all such students.

G **ASSESSMENT OFFENCES**

- G1.1 *Definition: passing off the work of others as one's own including copying (reproducing or imitating), cheating, collusion (agreement to deceive, using words or ideas of colleagues or other students and passing them off as your own), plagiarism and other breaches of assessment or other examination regulations. Cheating, collusion and plagiarism are the use of unfair means of presenting work for assessment or of aiding another student to do so. Also preventing or attempting to prevent another student from being able to be assessed properly.*
- G1.2 Allegations of and investigations into assessment offences will be dealt with in accordance with the regulations and procedures in force at the institution where the module was taken.
- G1.3 Subject to any specific requirements of external validating or professional bodies, where a student is found to have committed an assessment offence a decision must be taken either to take no further action or to impose an appropriate penalty which may include failing the student and determining whether or not the student will be permitted another assessment attempt.
- G1.4 Where it is decided that further action should be taken under G1.2 and G1.3 above, one of the following penalties may be imposed or recommended to the Module Board:
- a to reduce the mark for the relevant piece of assessment; or
 - b to reduce the mark awarded for the relevant piece of assessment to zero; or
 - c that the student be deemed to have failed the module and to determine whether to permit any further attempts in accordance with D2.3 of these regulations.
- G1.5 Any penalties imposed will be reported to the Award Board, including any instances where more than one offence has been committed by the same student.
- G1.6 Where an assessment offence is found to have occurred in relation to two or more modules which contribute to a student's award and taking into account any extenuating circumstances submitted by the student, the Award Board will decide the action to be taken in relation to the recommendation for a particular award. It may decide one of the following:

- a to take no further action;
- b to vary the class of award recommended.

- G1.7 In accordance with procedures agreed between UWE and Taylor's, a record will be kept of any allegations of assessment offences and penalties imposed on students and each allegation and its outcome will be reported on an annual basis to the Academic Registrar at UWE and the Examinations Centre at Taylor's. All reports will be shared between UWE and Taylor's.
- G1.8 The Academic Registrar at UWE or the Examinations Centre at Taylor's or the examining board (through the appropriate office at each institution) may decide that a report will be made in order that the Vice-Chancellors of UWE or Taylor's may consider instituting disciplinary action in accordance with the Rules governing the disciplinary procedures for students. Each institution will inform the other of any disciplinary action taken in accordance with the provisions of the Memorandum of Agreement and Supplement to the Memorandum of Agreement.
- G1.9 **Group Work and Assessment Offences:** every student who is part of a group undertaking a piece of assessed work is required to take and will be deemed to have taken, individual as well as joint responsibility, for all the work submitted by the group. In particular, this includes individual as well as joint responsibility for any assessment offence committed whether by the student or any other student in the group. Any penalty applied in the event of an assessment offence will normally be applied to all members of the group. The two exceptions to the application of this penalty to all members of the group are:
- a where a member of the group acknowledges, in writing, in accordance with published procedures, that s/he has committed an assessment offence;
 - b where the offence can be shown to have been committed by (a) specific member(s) of the group responsible for those sections of the work that are the subject of an assessment offence.
- In the case of these exceptions the penalty will only be applied to the member(s) of the group who have committed the assessment offence.
- G1.10 UWE or Taylor's may take copies of students' work as is considered necessary or expedient for the detection of assessment offences.

H **APPLICATION FOR A REVIEW OF A DECISION OF AN EXAMINING BOARD (APPEALS)**

- H1.1 *Definition: a request within specified limited grounds by a student for the outcomes of an examining board to be reconsidered.*
- H1.2 The only grounds for review shall be:
- a that there has been material and significant administrative error or other material irregularity such that the assessments were not conducted in accordance with the approved regulations for the module/award;
 - b that on the basis of a written submission from the student concerned, the student's performance was adversely affected by illness or other factors which he or she was for valid reasons unable to divulge before the meeting of the examining board and which could have a bearing on the board's decision.
- H1.3 A request for a review of an examining board on the basis of a disagreement with the academic judgement of the examining board is not permitted.
- H1.4 An application for review shall:

- a be submitted in accordance with local procedures, depending on where the module was taken;
 - b be received no later than ten working days after the formal date of publication of the results. Local procedures may exceptionally accept the late submission of an appeal, if the reasons for late submission are valid;
 - c provide the full name, date of birth and student number of the applicant, an address for reply, the programme and award, the decision of the examining board of which a review is requested
 - d state clearly the grounds on which the application is based, identify the issue(s) about which remedy is sought and where appropriate identify the new decision sought
 - e enclose all relevant documentary evidence on which the application relies (for example, medical certificates).
- H1.5 If the application meets the conditions in H1.4 above, in accordance with local procedures, UWE or Taylor's, depending on where the module was taken will undertake such enquiries as necessary to establish the facts of the examining board's decision and the evidence on which it was made in light of the relevant regulations. The outcome of these enquiries will determine
- a that the case should be referred in accordance with local procedures; or
 - b that there is no basis on which the application can proceed.
- H1.6 Where the case is referred under H1.5a above, local procedures will:
- a decide that grounds for review have been established, and
 - b agree the action to be taken in relation to the appellant's academic profile in light of the appeal, or
 - c reject the appeal.
- H1.7 The student and the faculty/school shall be informed in writing of the decision.
- H1.8 There shall be no appeal against the decision.
- H1.9 The Academic Registrar at UWE and the Academic Registrar at Taylor's will arrange for the preparation of a report on the applications for review of decisions of examiners and their outcomes and on any matters related to this procedure to the Academic Boards of both UWE and Taylor's in a manner which maintains confidentiality.

J RESULTS AND AWARDS

J1 Module results

- J1.1 The overall module mark for UWE modules will be calculated in accordance with its own institutions regulations governing the assessment of modules. See also section C of these regulations.
- J1.2 The overall module mark for Taylor's modules will be calculated in accordance with its own institution's regulations governing the assessment of modules. See also section C of these regulations.
- J1.3 All marks will be converted prior to recording on UWE and Taylor's student record systems using the following formulae:

a) Taylors to UWE conversion

The value of marks x credit for each Taylors module that are equivalent to the UWE

module shall be added together, divided by the total credit of the Taylor's modules to provide a single mark that will be converted to a UWE mark using the conversion table in appendix 1. For example:

UWE module	Taylor's modules
Organisational Analysis (20 credits)	Organisational Studies (4 credits)
	Organisational Management (4 credits)
<p>A student achieves 50% in Organisational Studies and 55% in Organisational Management.</p> <p>The UWE mark is calculated as follows:</p> $(50 \times 4) + (55 \times 4) = \frac{200 + 220}{8} = 53\% \text{ (52.5 rounded up)} = 44\% \text{ (UWE mark)}$	
b) UWE to Taylor's conversion	
<p>The overall mark achieved for the UWE module shall be converted using the conversion table in appendix 1. This mark will be recorded against each of the equivalent Taylor's modules. For example:</p>	
UWE module	Taylor's modules
Organisational Analysis (20 credits)	Organisational Studies (4 credits)
	Organisational Management (4 credits)
<p>A student achieves 45% in Organisational Analysis. This is converted to 54%. The mark of 54% is awarded to both Organisational Studies and Organisational Management.</p>	

- J1.4 UWE and Taylor's will establish a procedure for ensuring that students are made aware of and understand the conversion table given in appendix 1 to these regulations.
- J1.5 Students will be issued, individually, with provisional marks or grades in accordance with each institution's procedures governing the release of marks or grades.
- J1.6 Both the UWE marks and the Taylor's marks will be presented to the Module Board.
- J2 Publication of results**
- J2.1 The results of students' assessments and the awards for which they are recommended will be published following the meeting of the appropriate examining board. The results will be published in an approved form and be signed by the Chair of the examining board.
- J2.2 Publication shall normally be no later than five working days after approval of the results by the examining board. Publication on a later date will be subject to the agreement of the Academic Registrar (at UWE) and the Academic Registrar (at Taylor's) in consultation with the chair of the examining board.
- J2.3 Publication will be solely by an electronic means approved and designated for this purpose.
- J2.4 Students shall be individually responsible for ascertaining their own results.

J3 Classification for honours

- J3.1 The classification of a UWE degree with honours will be determined in accordance with UWE's regulations governing classification for honours.
- J3.2 The classification of a Taylor's degree with honours will be determined in accordance with Taylor's regulations governing classification for honours.

K REQUIREMENTS FOR GRANTING AWARDS

- K1.1 A dual award may be granted when and only when the following conditions are satisfied:
- a the student was registered on a dual award approved by UWE and Taylor's at the time of his or her assessment and has paid the appropriate fees;
 - b UWE and Taylor's have confirmed that the student has completed an award approved by their respective Academic Boards as leading to the award being recommended;
 - c the award has been duly recommended by an examining board convened and constituted in accordance with these regulations;
 - d the recommendation for the award has been signed off by the chair of the examining board confirming that the recommendations have received the written consent of the external examiner;
 - e the student has no outstanding obligation to either University.
- K1.2 The granting of an award will be administered on behalf of UWE by the Academic Registrar and on behalf of Taylor's by the Academic Registrar.

L WITHHOLDING OF AWARDS FROM STUDENTS

- L1.1 Either University may withhold an award from students in accordance with its own institutions regulations governing the withholding of awards from students.
- L1.2 Each institution will inform the other, prior to the appropriate examining board, if there is any reason for withholding an award from a student.

M LEVEL OF AWARD TO BE GRANTED

- M1.1 The award recommended by the Award Board will be that for which the student is registered or a lower, interim, award as specified in the programme specification, for which the student has fulfilled the requirements.
- M1.2 The Award Board will confirm the eligibility of a student for an interim award where he or she has satisfied the requirements for that award whether or not he or she is proceeding directly to a further award. However, the interim award will only be granted if the student requests the award on terminating registration or is subsequently recommended for no higher award.
- M1.3 Any student terminating registration who is eligible for and requests an interim award will receive a single UWE award, not a dual award.

N DEPRIVATION OF AWARD

Definition: the formal removal of an award from a graduate.

- N1.1 The Academic Board of UWE or Taylor's may, in consultation, deprive any person of a dual award granted to him or her on the recommendation of both Vice-Chancellors where the person has been granted an award and has been found to have been admitted to the award or granted the award under false pretences or on material non-disclosure.

P QUALITY MANAGEMENT AND ENHANCEMENT RESPONSIBILITIES

- P1.1 UWE and Taylor's will establish a Quality Management and Enhancement Forum (QMEF). The purpose of the QMEF will be to have oversight of these regulations, ensure that quality assurance processes are being followed, standards maintained and to provide a forum to discuss quality enhancement initiatives to further develop the provision. Membership will include both Taylor's and UWE staff and it will meet at Taylor's twice a year. The QME Forum will feed into the monitoring and evaluation processes at both UWE and Taylor's as appropriate.
- P1.2 UWE and Taylor's will establish a Staff/Student Consultative Committee for the Dual Awards Framework.

MARKS CONVERSION TABLE – PASS OUTCOMES						
TUC	UWE (Dual)					
100	100	Class1	74	69	Class 2.1	
99	99		73	68		
98	98		72	66		
97	96		71	65		
96	95		70	64		
95	94		69	63		
94	93		68	62		
93	92		67	60		
92	90		66	59	class 2.2	
91	89		65	58		
90	88		64	57		
89	87		63	56		
88	86		62	54		
87	84		61	53		
86	83		60	52		
85	82		59	51		
84	81		58	50		
83	80		57	48	class 3	
82	78		56	47		
81	77		55	46		
80	76		54	45		
79	75		53	44		
78	74		52	42		
77	72		51	41		
76	71		50	40		
75	70					

MARKS CONVERSION TABLE – FAIL OUTCOMES

TUC	UWE (Dual)
49	39
48	38
47	38
46	37
45	36
44	35
43	34
42	34
41	33
40	32
39	31
38	30
37	30
36	29
35	28
34	27
33	26
32	26
31	25
30	24
29	23
28	22
27	22
26	21
25	20

TUC	UWE (Dual)
24	19
23	18
22	18
21	17
20	16
19	15
18	14
17	14
16	13
15	12
14	11
13	10
12	10
11	9
10	8
9	7
8	6
7	6
6	5
5	4
4	3
3	2
2	2
1	1
0	0