The Academic Regulations Appendix 14: Regulations for Visiting Students

2019-2020



Edge Hill University

The Academic Regulations

Appendix 14: Regulations for Visiting Students

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Summary

This paper sets out general regulations for students visiting Edge Hill University to undertake modules of study.

Glossary of Terms

Term	Meaning
Assessment Board	The name given to the meeting that confirms student's results and overall progression.
Exceptional Mitigating Circumstances	The name given to the process in place to consider claims from students who believe their performance has been adversely affected by exceptional mitigating circumstances (EMC).

Purpose

This paper sets out general regulations for students visiting Edge Hill University to undertake modules of study.

Regulations

1. Procedures

1.1. Visiting Students are recruited onto parts of the University's core degree provision and, as far as practicable, are subject to the same assessment regulations as home students.

1.2. Visiting Students are not granted specific credit towards a named award. A final transcript of results showing a percentage mark for each module for which the Student has been registered is provided to the home institution. The final transcript of results advises successful completion of module credits at Edge Hill University and the percentage marks indicate the Students' level of achievement for each module.

1.3. Visiting Students normally register for 60 credits but can register for a maximum of 120 credits (made up of 10, 20 30 and 40 credit semester-based modules) that have been previously agreed with the appropriate university officials in the home institution. Where Visiting Students exceptionally register for a full year module but attend and submit work in respect of only one semester, there is an approved process by which a percentage mark can be derived from the work undertaken in one semester.

1.4. Visiting Students can register for modules at Level 4, Level 5, Level 6 or Level 7 as agreed and approved. Preliminary agreement and acknowledgement of the Student's request for admission to approved modules are normally dependant on the Student's current year and level of study in the semester when application is made, together with information from the Student's academic transcript. The host subject area grants final approval when it accepts the Student into an individual module and permits registration.

1.5. Module results will be processed through the relevant Department Module Assessment Board.

1.6. Normal University Exceptional Mitigating Circumstances and Academic Appeals procedures will apply.

1.7. Subject Areas accepting visiting Students should confirm contact between the host subject area and the International Office by the beginning of the semester.

2. Assessment Regulations for Visiting Students

2.1. Visiting Students are expected to complete, whenever practicable, the validated assessment requirements arising from the modules for which they are registered. If students are not able to complete the validated assessment, they should apply to sit the examination at an alternative venue, as the guidance in Appendix 5 of the regulations. Existing Edge Hill procedures for the granting of extensions to deadlines by Tutors and the relevant Head of Subject will apply, and tutors granting extensions must be able to present the mark by the date of the Assessment Board. In cases where serious factors outside the candidate's control may adversely affect performance, existing Exceptional Mitigating Circumstances procedures will apply.

2.2. Assessment of semester-based modules will normally be completed within or at the end of the period in which the module is delivered. Marks will be confirmed by the Department Module Board and the Pass mark for Visiting Students will be 40% at Levels 4, 5, 6 and 7.

2.3. Visiting Students will receive a transcript of marks achieved. The transcript will show the percentage mark achieved in each module. No attempt will be made to convert these to letter grades.

2.4. Each candidate will be entitled to one further opportunity for re-assessment by right in each module in which they have failed to satisfy the examiners. Upon successful completion of the re-assessment requirements, element marks will be capped at 40% according to the existing undergraduate regulations.

2.5. Re-assessment of any module, as allowed, will normally take place within or immediately after the academic session in which cause for re-assessment was determined. Re-assessment will be appropriate to the nature of the assessment scheme of the re-assessed module and to a timescale in-keeping with the assessment board schedules for the modules studied.

Key to Relevant Documents

This policy refers to the following documents, which you may find useful.

- Code of Conduct for Assessment/Examination Candidates & Guidance for Invigilators (see Appendix 5) https://www.edgehill.ac.uk/corporate-information/strategies-policies/

Annexes

There are no annexes to this policy.

Endmatter

Title	Appendix 14: Regulations for Visiting Students
Policy Owner	Academic Registrar
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