

The Academic Regulations | *summary for students commencing an Honours Degree in 2018/19*

Introduction

The Academic Regulations provide a framework for the University to operate within to deliver programmes and make awards. Areas covered within the Academic Regulations that directly affect students include:

- Enrolment and Attendance
- Assessment, Reassessment and Condonement
- Academic Malpractice
- Progression
- Award Classification
- Results and Appeals
- Certification
- Deferring, Suspending or Repeating Study
- Academic and Professional Exclusion

The Academic Regulations are approved on an annual basis by the University's Academic Board. Although the regulations will be updated annually, changes will not be implemented to the disadvantage of students already registered. The annual publication of the regulations will be accompanied by a short paper that summarises any changes.

The Academic Regulations are binding, no member of staff is empowered or permitted to operate outside of the terms set and only the Academic Board can agree amendments to the regulations. There are also a number of appendices to the regulations and these are as equally binding as the central document.

The Academic Regulations and appendices are available to view at:

<http://www.edgehill.ac.uk/governance/strategies-policies/>

Enrolment

All students are required to enrol or re-enrol prior to the start of each new level or year of study – a student's status at the University will not be confirmed for that year until the enrolment process is complete. The University reserves the right to decline acceptance of or make a charge to students for late or incorrect registration.

Students are expected to undertake their studies in a single continuous block, applications to suspend studies (Interrupt) or undertake a Repeat Year will only be approved where there are mitigating circumstances (see 'Experiencing Difficulties' below for more information).

There is a standard timeframe and maximum period by which students should have completed their studies - this includes any approved repeats or time out. For full time undergraduate degrees, the absolute maximum registration period for the programme to be completed is 6 years – although it should be noted that the exact named award registered to is only guaranteed for four years following registration – subsequent to this, if the exact award is no longer offered and a student has not yet completed they will be transferred to a similar award wherever possible.

Attendance

For full-time undergraduate students, attendance at designated learning activities of programmes and modules is expected.

Notification of illness and requests for leave of absence should be submitted to the nominated member of staff in accordance with published departmental procedures. Unauthorised absence may affect student financial support and, if prolonged, may lead to a requirement for a student to withdraw.

The University publishes an annual calendar identifying semester and term dates which are applied as appropriate. This is available through the Academic Registry web pages.

Assessment

All modules will be assessed. Failure to undertake assessment/sit examinations without good reason (see *Exceptional Mitigating Circumstances*) will result in a zero being applied for that element.

All assessed work will be internally moderated and, for modules above Level 4, will incorporate an appropriate amount of external examiner involvement. The general pass mark at Edge Hill is 40%. The standard position is that an aggregate mark of 40% for a module will result in a pass, however for some modules it is required that individual elements of the module are passed and a specific attendance requirement may also be a condition to complete the module. On occasions, for professionally accredited programmes, the pass mark may be higher than 40 - Module Handbooks will set out all of the validated conditions for successfully completing the module.

Students will be provided with feedback in relation to their performance in all forms of assessment including examinations. Feedback in relation to coursework will normally be provided within four weeks of the submission deadline.

Reassessment and Condonement

The University can permit up to two reassessments in any academic module. A first reassessment will normally be granted unless a student's whole profile is such that an Assessment Board does not think it is appropriate to offer another opportunity. Where there is failure at the first reassessment, a second reassessment will be considered in view of the student's whole profile and in light of their engagement with the programme. Where a module is reassessed, a cap of 40% will be applied against the element of failure. If the mark achieved for reassessment is lower than the initial sitting, the higher mark of the two will stand.

The University has the power to 'condone' some elements of module failure which is a process by which a Pass can be awarded for a module where the failure is considered marginal or is offset by good performance elsewhere. Condonement can only be approved by a Progression or Award Board. There are very strict limits on the amount that can be condoned – these are published on page 36 of the regulations. Where a module is condoned, the mark will not be altered and will carry forward to any classification

calculation if relevant but will be recorded on student results as a Pass. Where a module contributes to the final classification the student has the right to reject the offer of condonement.

Academic Malpractice

The University regards any form of unfair means in an attempt to enhance performance as a serious academic offence that may constitute grounds for exclusion, this includes but is not limited to plagiarism, collusion, falsifying data and impersonation. Submitting the same piece of work twice for more than one coursework assessment unless authorised by the module leader will be regarded as an offence of 'self-plagiarism'. All instances of suspected academic malpractice will be investigated and, where a case is established, will be classified as naïve, minor, major or grave. Naïve, minor and major offenses will be dealt with locally with an approved list of sanctions available for departments to apply - where a student does not accept a decision made locally he/she has the right to refer the matter to a Panel of Inquiry. All instances of Grave and subsequent offenses will be dealt with by an institutional Panel of Inquiry under the procedures for Academic Malpractice. Full details are provided in Appendix 8.

Progression

On an annual basis students will be assessed by a Progression Board to ensure that they are making satisfactory progress toward their target award. Students are only entitled to progress to the next level by right where they have successfully completed all modules for their current year. At the discretion of a Progression Board, students may be allowed to progress with outstanding re/assessment to complete - where there are 20 credits outstanding a Board will normally allow a candidate to progress unless it is not practicable or appropriate to do so, to progress with 40 credits outstanding is *technically* possible but will be reserved for highly exceptional cases and only where there is a strong academic rationale for doing so. The regulations do not permit candidates to progress with more than 40 credits outstanding under any circumstances whether the modules are referred or deferred (see 'experiencing difficulties'). Where a candidate is not permitted to progress, a Board may recommend one of two options: i) that the student undertakes part time study in order to recoup their position and potentially continue with the next cohort of students or ii) fail and withdraw the student from the programme and/or University. Decisions will be made based upon the student's academic profile and decision making Boards will be guided by a set of principles that will apply equally to all students (Appendix 12). Students that are withdrawn will not be permitted to reapply for the same programme for a period of at least two years.

Where a candidate is failed from a programme, the Board may recommend that the student be transferred to an Ordinary degree – this means that the student can continue

with their course of study, but the final award will not be made 'with honours' or classified. The credit requirement for an Ordinary Degree is 300 credits (rather than the 360 required to achieve an honours degree) and therefore this route can be considered where a candidate is still able to successfully achieve 300 credits. Where a candidate is transferred to an Ordinary Degree, a final opportunity to complete with honours may be offered to those candidates that achieve an average percentage mark of 50% or more in their final year of study (Level Six)

Award Classification

All modules must achieve a pass standard in order for a student to successfully complete. Level Four marks (first year) will not be counted in the final classification but the modules must be successfully completed in order for the award to be made. Classifications will be determined by whichever of the following two mechanisms affords the student the best outcome:

1) Average Percentage Mark (APM): The APM includes a lowest mark discard so that the lowest 20 credits of module marks are not included (*although they must be passed*) and the final year is weighted more heavily so that level 5 contributes to 40% of the APM and Level Six is worth 60% of the APM.

2) The Profile: where having 50% of module marks across

level 5&6 in a classification band entitles the candidate to that class provided the overall APM is not more than 2% away from the threshold for the class awarded.

Where a candidate is considered to be 'borderline', Boards do have the power to raise the classification providing certain conditions are met. Full details are provided under Appendix 12.

Results and Appeals

All assessment results will be subject to ratification by a Progression or Award Board prior to being formally released to students. Results will be made available online via the student portal and a full schedule of publication dates is available on the Academic Registry web site.

It is a student responsibility to check their results when they are released. Students do have the right to appeal against results outcomes if the grounds for appeal are met. Broadly speaking, grounds should relate to maladministration, irregularity of process or exceptional circumstances not made known to the Board in time, for good reason. **Appeals are not permitted on the grounds of disputing academic judgement.** All results issued to students will stipulate a deadline by which appeals must be received. More information is available at: [Academic Appeals](#)

Certification

Award certificates will record the name of each student as it was presented to the Award Board that confirmed the qualification and will be dispatched by the Academic Registry shortly after the award is confirmed (subject to payment of fees). The University will not re-issue a certificate in a new name after an award is made aside from in highly exceptional circumstances. It is therefore vitally important that students ensure that the name on their student record is accurate before completion of their studies.

Experiencing Difficulties

It is understood that students may encounter circumstances that adversely impact on their ability to successfully undertake their studies and the Academic Regulations facilitate a number of schemes that exist to support students through these periods:

Extensions

Each programme will have a nominated tutor with authority to agree an extension. Your Faculty will have an overt process for handling and granting extensions and these procedures will be published at the commencement of your programme. Work handed in late without an agreed extension will be marked at 0.

Exceptional Mitigating Circumstances (Module Assessments)

Where an extension fails to solve the problem or where timing is such that an extension is not possible, and in the case of all formal examinations, students should follow the procedure set out for submitting an EMC notification. This is in effect an application to defer the assessment until a later point with no academic penalty applied to the final mark. EMC notifications will be viewed by a Faculty based panel and, to be fair to all students, will be assessed on the basis of the evidence submitted to support the application. It is a fundamental requirement of the EMC scheme that evidence is provided to support applications. More details can be viewed at: [EMC](#)

Interruption of Studies

Interruption is an approved period of time taken away from formal study for reasons that would normally relate to medical grounds or other exceptional circumstances. Interruption is most appropriate in cases where a short deferral available through the EMC scheme would not suffice. Interruption is only approved where the appropriate application has been completed and authorised, for more information please visit: [Interruption](#)

Repeat Year

Where the position is such that a whole year has been impacted on or where timing is such that a repeat year would be desirable, students may apply to repeat a level. Students do not have a 'right' to repeat the year and are required to submit an application which will be judged by the evidence provided in support of the application. The opportunity to repeat a year is only available once across year two and three of an honours degree. For more details visit: [Repeat Year](#)

*It is important to note that all schemes listed above operate within a framework that will require application forms to be completed within specified deadlines which are published by Academic Registry. **Failure to submit an application by the required deadline will not be accepted unless there are verifiable reasons.***

The consideration of EMC, Interruption and Repeat Year Requests are matters of academic judgement and cannot be appealed against unless there is irregularity in the process applied or new evidence to present.

Academic or Professional Exclusion

Faculties are responsible for ensuring that student academic and professional progress is regularly monitored – any student whose progress causes serious concern may be asked to attend a review meeting. A student whose academic progress is a cause for serious concern and who does not engage with progress review arrangements may be required to withdraw from the University. Programmes that confer a license to practice will also consider students' performance in professional practice elements and the University may terminate a student's studies under the Fitness to Practise Procedures (Appendix 17).

Criminal Convictions

Edge Hill's Academic Regulations stipulate that any student who is being investigated for or is convicted of a criminal offence during their programme of study / period of enrolment, or interruption, must declare this in writing to the Academic Registrar. This will enable the University to assess whether or not there is any risk to any member of the Edge Hill community including practice placement communities and partner organisations.

Failure to disclose a criminal investigation/conviction during your period of enrolment to the University will of itself constitute misconduct under our Student Code of Behaviour and Disciplinary Procedures; and may result in disciplinary action and possible expulsion from the University.

Disclaimer: This summary paper has been prepared to assist with students' understanding of the Academic Regulations only and does not detract from a student's responsibility to ensure that they are familiar with the full terms and conditions set out in the Academic Regulations.

Further Information and Contacts

<https://www.edgehill.ac.uk/registry>

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Alternative Document Formats

