

# **Regulations for the Certificate of Higher Education in Common Law**

## **SCHOOL OF LAW**

- 1 A candidate for the Certificate of Higher Education in Common Law must be registered in the University as a Visiting Student under the ERASMUS programme.
- 2 The programme of study shall begin at the start of the Autumn Semester and shall be of no less than two semesters' duration.
- 3 Each candidate shall undertake modules specified by the School of Law in the Programme Specification and totalling 120 credits. Consideration of the modules shall be governed by the University's Regulations for Undergraduate Awards (Bachelors and Integrated Masters).
- 4 The Certificate shall be awarded on the recommendation of a Board of Examiners comprising a Chair (who shall not be the Head of the School), external examiner (s) and at least two additional internal examiners, who are academic staff having a major responsibility for teaching and/or assessment of course.

# Regulations for Certificates in Continuing Education

## SCHOOL OF EDUCATION AND LIFELONG LEARNING

- 1 In order to qualify for a Certificate in Continuing Education a candidate must:
  - (1) submit evidence of adequate experience and ability to undertake the programme of study;
  - (2) be approved by the Head of the School as a candidate for the Certificate in Continuing Education;
  - (3) study as a part-time candidate in accordance with these Regulations, over a period of not normally more than five years, unless otherwise specified by the Board of the School.
  
- 2 On the basis of Accreditation of Prior Learning (APL), a candidate may:
  - (1) gain exemption for a maximum of 40 credits at Level 1 to count towards the Certificate in Continuing Education, if transferring from a similar course of study from either the University of Cambridge, the University of Essex or the Open University; or
  - (2) gain exemption in accordance with the University's APL Policy.
  
- 3 Candidates shall attend such seminars, lectures, excursions or field trips and tutorials as may be required by the Head of the School.
  
- 4 The Certificate shall be awarded on the recommendation of a Board of Examiners comprising one external and at least one internal examiner.
  
- 5 Candidates achieving the award of the Certificate will have successfully completed a programme of study of 60 ucm (University Credit Modules) at Level 1 or above.

**Regulations for Bachelors, Integrated Masters Awards and  
Certificates  
2017/8**

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# Regulations for Bachelors, Integrated Masters and Certificate Awards 2017/8

## 1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the assessment, progression and awards for Bachelors and Integrated Masters degree and Certificate students.
- 1.2 These regulations govern students who commence their courses at Stage 0, Stage 1 and Stage 2 (FHEQ level 3, FHEQ level 4 and FHEQ level 5) from the academic year 2013-4, onwards.
- 1.3 These Regulations govern the awards of:  
  
Bachelor degrees: Bachelor of Arts, Bachelor of Engineering, Bachelor of Science, Bachelor of Laws and Bachelor of Medicine/Bachelor of Surgery (MBBS);  
  
Integrated Masters degrees: Master of Chemistry, Master of Computing Science, Master of Engineering, Master of Mathematics, Master of Natural Sciences, Master of Pharmacy and Master of Sciences.  
  
Certificate: Certificate in Common Law
- 1.4 These Regulations apply to full-time and part-time undergraduate students. Where appropriate, these regulations also apply to Visiting or Exchange students studying at undergraduate level.
- 1.5 Alterations to or concessions against these Regulations may be made only with the approval of the Learning and Teaching Committee of Senate, or by named persons with delegated powers to operate on behalf of the Committee.

## 2 GENERAL PRECONDITIONS TO AN AWARD

In order to qualify for an award of the University the student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the course; and
- (b) satisfactorily complete a programme of study and assessment in accordance with these Regulations and any specific criteria set out in the relevant programme specification.

## 3 COURSE REQUIREMENTS

- 3.1 The University shall:
  - (a) publish Programme Specifications specifying the content and requirements of each course including any course-specific requirements for assessment and progression;
  - (b) publish Course Profiles specifying the modules to be taken, and optional modules available, for each course;
  - (c) publish Module Outlines specifying the content and assessment for each module.

- 3.2 Courses may consist entirely of compulsory modules or may be a mix of compulsory and optional modules chosen from a list of defined modules. Each module will normally be worth at least 20 credits.
- 3.3 Courses may contain modules which are eligible for compensation. Modules that are not eligible for compensation will be identified as Core and must be passed.
- 3.4 Students may be awarded specific credit via Accredited Prior Learning, in accordance with the University's policy

<https://portal.uea.ac.uk/academic-calendar/general-regulations>

### 3.5 Table of Awards

QUALIFICATION	LEVEL	OVERALL CREDITS TO BE STUDIED	RANGE OF CREDITS REQUIRED	NORMAL LENGTH OF PROGRAMME (Full-time unless stated)
MB BS	7	720	<ul style="list-style-type: none"> <li>Stage 1: 150 credits at level 4</li> <li>Stage 2: 150 credits at level 6</li> <li>Stage 3: 150 credits at level 6</li> <li>Stage 4: 150 credits at level 6</li> <li>Stage 5: 120 credits at level 6</li> </ul>	5 years
MB BS with a Foundation Year	7	840	<ul style="list-style-type: none"> <li>Stage 0: 120 credits at level 3</li> <li>Stage 1: 150 credits at level 4</li> <li>Stage 2: 150 credits at level 6</li> <li>Stage 3: 150 credits at level 6</li> <li>Stage 4: 150 credits at level 6</li> <li>Stage 5: 120 credits at level 6</li> </ul>	6 years
Integrated Masters degree	7	480 600 (for 5 year course)	<ul style="list-style-type: none"> <li>Stage 1: 120 credits at level 4</li> <li>Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4.</li> <li>Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4 or level 7</li> <li>Stage 4: 120 credits at level 7</li> </ul>	4 years 5 years (for 5 year course)
4-year Bachelors degree	6	480	<ul style="list-style-type: none"> <li>Stage 1: 120 credits at level 4</li> <li>Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4</li> <li>Stage Y: 120 credits at level 5</li> <li>Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4</li> </ul>	4 years
Bachelors degree with a Foundation Year	6	480	<ul style="list-style-type: none"> <li>Stage 0: 120 credits at level 3</li> <li>Stage 1: 120 credits at level 4</li> <li>Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4</li> <li>Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4</li> </ul>	4 years (Part-time 8 years)

3-year Bachelors degree	6	360	<ul style="list-style-type: none"> <li>• Stage 1: 120 credits at level 4</li> <li>• Stage 2: minimum of 100 credits at level 5 and no more than 20 credits at level 4</li> <li>• Stage 3: minimum of 90 credits at level 6 and no more than 30 credits at level 5, and none at level 4</li> </ul>	3 years (Part-time 6 years)
Nursing Sciences post-registration programmes	6	120	120 credits at level 6	All part-time; length depends on course and can vary from 1 year to 5 years.
BSc Midwifery (shortened programme)	6	120	120 credits at level 6	84 weeks
Social Work Specialist Practice	6	120	120 credits at level 6	Part-time, 5 years
Certificate in Common Law	4	120	120 credits at level 4	1 year full-time
All courses			Students will not take modules at a higher level than their stage of study	

#### **4 DURATION OF COURSE**

4.1 Students must enrol for and complete the course within the timescales published in the Programme Specification and summarised in the table in Regulation 3.5.

#### **4.2 Extension to a period of study**

4.2.1 The Learning and Teaching Committee of Senate may vary or amend the requirements of these Regulations in respect of a particular student. This may include the extension, by interruption to or repetition of, a student's period of study to a maximum of two years beyond the specified length of the course. In such instances, it may also impose alternative conditions and requirements.

4.2.2 Professional, Statutory or Regulatory bodies may impose a shorter maximum period of study, details of which are published in the relevant Programme Specification.

4.2.3 MB BS students may not undertake any assessment or reassessment which would result in the period of registration exceeding two years beyond the specified length of the course.

4.2.4 MB BS students may intercalate after Stage 3 or 4 to complete an additional degree; these students are permitted to intercalate for a period of time equivalent to the length of the additional degree, in addition to the two years beyond the specified length of the course.

#### **5 MODULE ENROLMENT**

5.1 Students shall be required to enrol for and complete modules according to the requirements set out in the Programme Specification, Course Profile and Module Outlines, by the deadline published by the Learning and Teaching

Service. Students shall normally enrol on 60 credits each semester and no more than 70 credits in one semester.

- 5.2 Visiting and Exchange students will normally take 60 credits in each of the semesters that they are studying at the University.
- 5.3 Part-time students will normally take no more than 80 credits in each academic year of study.
- 5.4 No student shall register for more than the credit requirement of their year of study, as specified in their Programme Specification.
- 5.5 No student shall register for modules that have clashing teaching events.
- 5.6 A student seeking a late module enrolment, or change to enrolment, after Week 3 of the autumn or Week 2 of the spring semester must obtain the prior approval of the Learning and Teaching Committee of Senate, on the recommendation of the Head of their School or nominee.
- 5.7 With the approval of the Course Director, confirming the learning outcomes of the course will still be met, a student may vary their course by maximum of 30 credits during their period of study. Such variation shall not apply to compulsory modules and must comply with regulation 3.4.
- 5.8 A student may be suspended from a module including a practice element placement where a Professional Code of Conduct applies, pending formal investigation of the circumstances in accordance with published procedures, where the Head of School decides that there is *prima facie* evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant professional code of conduct and/or the behaviour is incompatible with behaviour required by the relevant profession.

## **6 ASSESSMENT**

- 6.1 Each course shall have an assessment strategy, defined in its Programme Specification, linked to the learning outcomes of the course.
- 6.2 The method and timings of each assessment shall be published in Module Outlines, on the students' Portal and in examination timetables as appropriate. Assessment timings will be in accordance with the following:
  - (a) Formal University examinations will be held at the end of the Spring Semester for those modules that are examined, except for those courses where the format or timing of the course requires assessment at other times.
  - (b) Other assessments are normally assessed within or immediately following the semester in which the module is delivered.
  - (c) Modules may be assessed at additional or alternative times, as specified in the relevant Course Handbook and/or Module Outline.



- 6.3 Coursework-only variants of examined modules may be made available to Visiting and Exchange students who are studying at the University in the Autumn semester only.
- 6.4 The assessment of each module shall generate a single mark between 0% and 100%, calculated from contributing individual component marks, weighted appropriately.
- 6.5 The pass mark for undergraduate modules (levels 3 to 6) shall be 40% except where Professional, Statutory or Regulatory Body requirements stipulate a higher pass mark.
- 6.6 The pass mark for masters' modules (level 7) shall be 50%.
- 6.7 All marks will be recorded and displayed to two decimal places. For the purposes of progression and classification, module, stage average and classification marks will be treated as if rounded to the nearest integer:
- (a) Module marks within 0.5% of a pass mark will be awarded a pass;
  - (b) Module marks within 0.5% of a higher classification grade will be awarded the higher classification;
  - (c) Stage average marks within 0.5% of a progression boundary will be considered to have achieved the threshold;
  - (d) Classification marks within 0.5% of a higher classification will be awarded the higher classification;
  - (e) Classification marks within 0.5% of a borderline will be considered as being borderline;
- 6.8 The pass mark must be achieved at the module level. These modules are identified with a 'pass on aggregate' marks scheme.
- 6.9 Where there is a Professional, Statutory or Regulatory Body requirement to do so, each individual component of the module may be required to be passed in order to pass the module; such modules are identified with a 'pass all components' marks scheme.
- 6.10 Where appropriate, individual modules or components may be assessed on a Pass/Fail or Distinction/Merit/Pass/Fail basis. This includes semester abroad modules for Bachelors courses.

## **7 THE BOARD OF EXAMINERS**

### **7.1 Membership of Boards of Examiners**

- 7.1.1 The Board of Examiners shall comprise a Chair (who shall not be the Head of the School), external examiner(s) and at least two additional internal examiners, who are academic staff having a major responsibility for teaching and/or assessment of the modules or the course under consideration. The membership of Boards of Examiners and their sub-groups must be approved by the Learning and Teaching Committee of Senate.
- 7.1.2 With the exception of the Board of Examiners for the Final Assessment, a Board may delegate its functions to a sub-group of examiners which shall include the Chair (or Deputy Chair) of the Board and at least two other internal examiners.

- 7.1.3 There shall be an Extenuating Circumstances Panel which acts an advisory group to the Board of Examiners to consider students' extenuating circumstances and the related evidence.
- 7.1.4 All members of a Board of Examiners (or one of its sub-groups) are required to attend unless the Learning and Teaching Committee of Senate has approved their absence in advance. In the case of reassessment for the final degree classification, the Learning and Teaching Committee of Senate may approve the absence of the external examiners, if there is evidence that they have been appropriately consulted.
- 7.1.5 In order to inform its decisions, a Board of Examiners may invite the attendance or comments of other internal staff who are not members. Such an invitation will not confer rights of membership.

## 7.2 The Chair

The Chair of the Board of Examiners, with appropriate support and regulatory advice from the Secretary to the Board, shall have responsibility for:

- (a) seeking approval of the membership of the Board and its sub-groups;
- (b) the production of examination papers;
- (c) marking and moderation processes and other quality assurance scrutiny, in liaison with the School Director of Teaching and Learning where necessary;
- (d) the chiring of the meetings of the Board;
- (e) ensuring that any decisions on progression, classification or the award of academic qualifications are not influenced beyond the recorded marks by a student having plagiarised and/or colluded or otherwise been disciplined;
- (f) making and recording all arrangements with external examiners, including the size and nature of the sample for moderation in accordance with University guidelines, arrangements for consultation at Reassessment Boards where required and ensuring that the views of external examiners are given due weight in any decisions made by the Board of Examiners which are not determined by formal vote;
- (g) considering any recommendations of the Extenuating Circumstances Panel in accordance with Regulation 10;
- (h) the recording of decisions made by the Board of Examiners and ensuring that all members of the Board of Examiners or appointed sub-group thereof have signed the appropriate results and pass lists;
- (i) ensuring that the Board of Examiners awards prizes in accordance with the [rules approved by the Learning and Teaching Committee](#) and reports the awards to the School Board;
- (j) ensuring compliance with the relevant Regulations;
- (k) undertaking such other tasks as the Senate shall require.

## 7.3 The External Examiner

7.3.1 The role of the external examiner is to ensure that:

- (a) internal marking is consistent, fairly applied and of an appropriate standard;
- (b) assessment has enabled learning outcomes to be achieved and demonstrated;
- (c) academic standards are appropriate for the level of the award;
- (d) recommendations for awards and for classification of awards are consistent, fair, fairly applied and of an appropriate standard.

7.3.2 The external examiner shall undertake duties as described in the Senate's Code of Practice for the External Examiner System for Awards (Taught Programmes):

<https://portal.uea.ac.uk/learning-and-teaching/staff/external-examiners>

including consultation with the Chair of the Board of Examiners with regards to all arrangements, e.g. size and nature of the sample for moderation.

7.3.3 The external examiner shall attend the Final Assessment Board(s) and, where appropriate, participate in the Final Reassessment Board(s) where recommendations for awards are made and sign the appropriate pass lists;

7.3.4 The external examiner shall monitor module marks and confirm whether marking standards are acceptable. The external examiner should review the marks awarded and report to the Board of Examiners as follows:

- (a) where the marking standards are judged to be acceptable, that no further action is required;
- (b) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board before module marks have been confirmed, request that the Board shall review and amend as appropriate the marks of all the students who have taken the module or item in question. If the overall marking standards are acceptable but an individual mark appears to be inappropriate, the mark shall stand but it will be drawn to the attention of the Final Assessment Board;
- (c) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board after module marks have been confirmed, request that the Board shall not amend confirmed marks but shall take appropriate action to ensure that the classification of students is not compromised. This will normally involve considering the position of all borderline candidates who have taken the module or item in question and might also involve a review of further samples of work to ascertain an appropriate allowance to be made in the consideration of such borderline students.

## 7.4 Voting

The Board of Examiners may determine its decisions by formal vote. Where a vote is taken the decision shall go with the overall majority. The Chair shall have the casting vote.

## 7.5 Meetings of the Boards of Examiners

The individual meetings of the Boards of Examiners shall be scheduled at the beginning of the academic year by the Learning and Teaching Service in consultation with the Chairs of the Board of Examiners. The standard dates are as indicated below:

Meeting	Standard Dates
Student Progress Board	January, February and March
Module Assessment Board	May and June
Stage and Final Assessment Boards	May, June and July
Reassessment Board	September

The Norwich Medical School and the School of Health Sciences may hold meetings at dates set out by the School.

The Nursing and Midwifery degree courses in the School of Health Sciences are exempt from holding Progress Boards.

## 7.6 Provision of Assessment Information

7.6.1 Boards of Examiners shall receive the following:

- (i) Module marks and any contributing component marks achieved by each student taking the module;
- (ii) Stage aggregate mark for each student, expressed as a percentage and taking weightings into account, for the Stage in question;
- (iii) Where relevant, the confirmed marks for the preceding Stage(s).

7.6.2 Results will be presented as follows:

- (i) Marks shall be displayed to two decimal places for all marks, including module and component marks, stage aggregate and final award marks;
- (ii) Where appropriate, modules and individual components assessed without the award of a mark shall be presented as Pass/Fail or Distinction/Merit/Pass/Fail.

## **8 STUDENT PROGRESS BOARD**

- 8.1 The Board of Examiners, or appropriate sub-group, shall receive the provisional marks for all students taking degree courses which fall under its jurisdiction and for any Visiting or Exchange student.
- 8.2 The Board of Examiners shall receive attendance information for those students whose attendance has fallen below the requirements set by the School.
- 8.3 The Board of Examiners shall review each student's attendance record and marks achieved to date and take action as follows:
- (a) for any student who warrants special attention in respect of their academic performance and/or attendance record, such as the non-submission of one or more pieces of work and/or failure in two or more assessment components: refer to the Head of School, Adviser, or other delegated member of academic staff for appropriate action such as consideration under General Regulation 13, *Attendance, Engagement and Progress*
  - (b) in the case of students registered for the MB BS course whose assessed work covers the period of the Autumn Semester: refer to the Head of the Norwich Medical School any student who has failed two or more components of a module's assessment for appropriate academic advice and guidance;
- 8.4 The Board of Examiners shall confirm marks and discharge the duties of a Module Assessment Board and Stage Assessment Board for Autumn Semester Visiting and Exchange students. Where the Visiting or Exchange student has failed to achieve the pass mark in (a) module(s) studied at the University, and his/her home institution requires pass marks in all modules undertaken, the Board shall offer the opportunity of reassessment.

## **9 MODULE ASSESSMENT BOARD**

- 9.1 All marks are provisional until these have been confirmed by the Board of Examiners or appropriate sub-group at a Module Assessment Board. Normally this is held immediately prior to the Stage or Final Board.
- 9.2 The Board of Examiners or appropriate sub-group shall receive the marks presented for each module, and contributing components, which is being assessed and for which it is responsible.
- 9.3 It is the role of the Board of Examiners or appropriate sub-group to confirm that internal and external moderation has been completed and that the marking standards for the module are appropriate.

### **9.4 Adjustment of Marks**

- 9.4.1 In exceptional circumstances, the Board of Examiners may determine that marks obtained in a component of the module should be amended by scaling. Scaling may only be undertaken with the approval of the Learning and Teaching Committee of Senate, which must be given for each assessment item for which the Board of Examiners believes that scaling is necessary. A recommendation that scaling should occur must be informed by factors other than the standard deviation and average marks for the module relative to other modules and

should seek to address factors not previously addressed by internal and external moderation. Only upward scaling will be approved and the method for scaling shall be piecewise linear scaling. Any such adjustment must be made for all students who have taken the assessment in question.

- 9.4.2 In some circumstances it may be appropriate for the assessment item to be remarked.
- 9.4.3 Marks may not be adjusted for individual students. Special factors relating to an individual student's examination and coursework marks may only be taken into account at the relevant Stage or Final Assessment Board meeting.
- 9.4.4 Where a Student Progress Board acting as a Module Assessment Board has previously confirmed the marks of Autumn Semester Visiting or Exchange students and there are subsequent adjustments to the module marks for all the other students on the module, the previously-confirmed marks for Visiting students should also be amended. The Board of Examiners must inform the student and the home institution.
- 9.5 After completing the above process, the Board shall confirm all marks.
- 9.6 Where modules are assessed without the award of a mark the Board of Examiners shall resolve whether the student has achieved a Pass or, where applicable for certain specified assessments, a Merit or Distinction.
- 9.7 Marks thus confirmed by the Board of Examiners shall not normally be subject to further amendment except in the following instances:
- (a) to correct an error in recording or transcription;
  - (b) following a decision to change a mark as a result of an Academic Appeal by a student. In such cases and after completion of the Academic Appeal process the final mark shall be determined by the Board of Examiners, if necessary at a later date
  - (c) as a result of the outcome of a disciplinary hearing

## **10 EXTENUATING CIRCUMSTANCES**

- 10.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University's Extenuating Circumstances Regulations:-  
<https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Extenuating+Circumstances+-+Taught+Programmes.pdf>
- 10.2 The Board of Examiners shall formally approve the recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.
- 10.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.

## **11 DELAYED ASSESSMENT**

- 11.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment or Further Reassessment) in accordance with the University's Extenuating Circumstances Regulations

<https://portal.uea.ac.uk/academic-calendar/general-regulations>

- 11.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.
- 11.3 An eligible Student may opt to take compensation for the failed module rather than a Delayed Assessment.

## **12 STAGE ASSESSMENT BOARD FOR NON-FINAL YEAR STUDENTS**

- 12.1 There will be a Stage Assessment Board once students have attempted the assessment for all modules with a credit total that equates to a Stage as defined in the Programme Specification. At this meeting, the Board of Examiners will consider if students have successfully completed the relevant Stage of Study by reviewing all module results for the Stage.

- 12.2 The Stage Assessment Board shall:

- (a) receive and consider confirmed module marks and grades completed during the relevant Stage and an aggregate mark for the Stage for each student expressed as a percentage and taking into account weightings of modules for the Stage in question;
- (b) receive from the Extenuating Circumstances Panel its recommendations regarding extenuating circumstances.

- 12.3 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has achieved the following in the Stage in question:

- (a) at least the pass mark for all numerically-marked modules including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
- (b) a Pass, Merit or Distinction where appropriate and available, in modules assessed as Pass/Fail including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
- (c) any additional progression requirement/s for the Stage as specified in the appropriate Programme Specification and/or in the additional paragraphs below (12.7 to 12.10).

### **12.4 Compensation**

A non-final year student is eligible for compensation where **all** of the following are met:

- i. The student has an overall stage aggregate equal to or above the pass mark for the stage (40%).
- ii. The student has failed only one module, of no more than 20 credits.
- iii. The failed module is not designated as core.

Any such student will be referred to reassessment in the eligible module but may opt to take the compensation.

## **12.5 Failure to complete the Stage satisfactorily**

12.5.1 For a student who has failed to complete the Stage satisfactorily, the Board of Examiners shall refer the student to reassessment, except in the following circumstances:

Where a student studying at Stage 2 or above has achieved a module mark of below 20% in a Core module, the Board of Examiners shall:

- i. For a student whose marks of below 20% are as a result of an application of a penalty for late submission or plagiarism and collusion, offer a reassessment opportunity in the affected module(s).
- ii. For any other student, consider the overall performance of the student, taking into account factors including the number of failed modules, the student's attendance and progress to date, the level of study, any recommendations of the Extenuating Circumstances Panel, and any Professional, Statutory or Regulatory Body requirements, and take one of the following actions:
  1. Offer a reassessment opportunity in the affected module(s);
  2. On the recommendation of the Extenuating Circumstances Panel, permit the student to repeat the year of study, either with or without a period of interruption;
  3. Recommend to the Head of School that the student should not be offered a reassessment attempt. Any such student would not be permitted to be reassessed in any failed module, and would be withdrawn from the University and receive an exit award where appropriate (in accordance with Regulation 18).

12.5.2 A student may not be referred to reassessment in a module until they have completed any delayed assessments in that module.

12.5.3 Where a student has delayed assessment for a module and has failed another module for which delayed assessment has not been granted, they may be referred to reassessment in the failed module.



12.6 In all cases, the Board may refer to the Head of the student's School of Studies any student who has failed 40 credits or more within the Stage, for appropriate advice and guidance, including consideration under General Regulation 13, *Attendance, Engagement and Progress*.

## 12.7 Stage Assessment for Integrated Masters Courses

12.7.1 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has passed all modules and achieved the following Stage aggregate mark in the Stage in question:

For students in Stage 3 in 2017/8 the progression requirements are:

Integrated Masters Course	Stage 1	Stage 2	Stage 3
<b>Master of Computing Science</b> <b>Master of Mathematics</b> <b>Master of Natural Sciences</b> <b>Master of Sciences</b>	60%	60%	60%
<b>Master of Chemistry</b>	50%	50%	50%
<b>Master of Engineering</b>	40%	60%	60%
<b>Master of Pharmacy</b>	40%	40%	40%

For students starting their course from 2016/17 the Integrated Masters progression requirements are:

Integrated Masters Course	Stage 1	Stage 2	Stage 3
<b>Master of Computing Science</b> <b>Master of Mathematics</b> <b>Master of Natural Sciences</b> <b>Master of Sciences</b>  <b>Master of Chemistry</b>  <b>Master of Engineering</b>	60%	60%	60%
<b>Master of Pharmacy</b>	40%	40%	40%

12.7.2 Where a student has not completed the Stage satisfactorily as specified above, the Board shall:

- (a) firstly consider the recommendations of the Extenuating Circumstances Panel in deciding whether a student may remain on the Integrated Masters course, having passed all the modules but having not met the specific threshold for progression as detailed in 12.7.1;
- (b) where there are no factors to be taken into consideration, determine whether the student can be offered the opportunity to transfer to a Bachelors degree course for which the requirements have been met, subject to the agreement of the appropriate Course Director;
- (c) where a student has failed a module, offer the student the option of reassessment in any failed module in accordance with Regulation 12.5.

12.7.3 The Board of Examiners may not offer the option of reassessment where a student has passed a module but has not met the higher progression threshold to continue on an Integrated Masters programme.

## 12.8 Stage Assessment for Stages 1 and 2 for Bachelors Courses with a Year or Semester Abroad or Year in Industry

12.8.1 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has passed all modules and achieved the following Stage aggregate mark, or requirement of the placement provider, for the Stage in question:

Bachelors Course	Stage 1	Stage 2
UG Year Abroad	55%	55%
UG Year in Industry	40%	40% <i>PLUS</i> meet the requirements of the placement provider (normally an interview)
UG Semester Abroad	55%	Not applicable

12.8.2 The 55% progression requirement in Stage 1 for students on a Bachelors course with a Year Abroad shall be either at the first attempt or after reassessment.

12.8.3 The 55% progression requirement in Stage 2 for students on a Bachelors course with a Year Abroad shall be at the first attempt. Students who are referred to reassessment shall not be permitted to undertake a year abroad. Students who are eligible for compensation and meet the progression requirement with the compensated mark may proceed to the year abroad.

12.8.4 The 55% progression requirement in Stage 1 for students intending to take a semester abroad in Stage 2 shall be obtained at the first attempt. Students referred to reassessment shall not be permitted to undertake a semester abroad. Students who are eligible for compensation and meet the progression requirement with the compensated mark may undertake the semester abroad.

12.8.5 Where a student has not completed the Stage satisfactorily as specified above, the Board shall:

- (a) firstly consider the recommendations of the Extenuating Circumstances Panel in deciding whether a student may remain on the Course;
- (b) where there are no factors to be taken into consideration determine whether the student can be offered the opportunity to transfer to an alternative Bachelors degree course for which the requirements have been met, subject to the agreement of the appropriate Course Director;
- (c) where a student has failed a module, offer the student the option of reassessment in any failed module in accordance with Regulation 12.5.

12.8.6 The Board of Examiners may not offer the option of reassessment where a student has passed a module but has not met the higher progression threshold to continue on a Bachelors degree programme with a Year Abroad or in Industry, or the option of a Semester Abroad.

12.8.7 This regulation, requiring a higher threshold for progression, does not apply to four year language and translation studies courses with an integral year abroad, as specified in the programme specifications for those courses.

## **12.9 Stage Assessment for Stage Y (Year Out) for Bachelors Courses with a Year Abroad or Year in Industry**

Where a student has not completed the stage studied abroad or in industry satisfactorily the Board shall offer the student a reassessment opportunity where this is available. If it is not available, the Board shall offer the student the opportunity to transfer to another Bachelors degree course if one is available or, alternatively, require the student to be withdrawn from the University.

## **12.10 Stage Assessment for a Semester Abroad**

A semester abroad is assessed on a pass/fail basis. Where a student has not completed the Semester Abroad satisfactorily the Board shall offer the student a reassessment opportunity.

## **12.11 Failure to complete the Stage satisfactorily for MB BS Courses**

Where a MB BS student has not completed the Stage satisfactorily, as specified in the Programme Specification, the Board shall consider the overall performance of the student, taking into account factors including the number of failed module components, the student's attendance and progress to date, the

level of study, any recommendations of the Extenuating Circumstances Panel and any Professional, Statutory or Regulatory Body requirements, and may take one of the following actions:

- (a) offer the student a reassessment opportunity in the affected module(s);
- (b) on the recommendation of the Extenuating Circumstances Panel, permit the student to repeat the year of study, either with or without a period of intercalation;
- (c) recommend to the Head of School that the student should not be offered a reassessment attempt. Any such student would not be permitted to be reassessed in any failed module, and would be withdrawn from the University and receive an exit award where appropriate (in accordance with Regulation 18).

### **12.12 Reassessment for Professional Registration**

- (a) Students registered on courses that lead to professional registration may be referred to reassessment in:
  - (i) any module where the aggregate mark obtained is below the pass mark acceptable to the professional body;
  - (ii) any component of a module where the mark in that component is below the pass mark acceptable to the professional body.
- (b) In addition, where the failed module or component is a clinical/practical placement, the Board may:
  - (i) modify the form and duration of the reassessment on an individual basis, to take account of any special circumstances, the needs of the student and the needs of the placement provider;
  - (ii) opt not to offer a reassessment opportunity to a student who has demonstrated a failure that, in the view of the Board, indicates that the student is unlikely to achieve a pass mark or reach the appropriate standards for professional practice within the reassessment period (i.e. where there is evidence of continued and persistent failure to demonstrate professional competence within the placement with no significant trajectory towards competence). In the event that reassessment is not offered, the student shall be required to withdraw from the course of study.

In all cases described above, the Board shall take into account the comments of external examiners and where applicable, the guidelines issued by the relevant Professional, Statutory or Regulatory body.

- (c) For students on the MB BS course whose delayed assessment arrangement requires assessment in the following academic year, students will be required to repeat the year with full attendance before attempting the delayed assessment.

### **12.13 Reassessment for Exemption from Professional Examinations**

For students who have achieved the pass mark and progression requirements of the University, but who have failed to meet the requirements of a Professional, Statutory or Regulatory Body to be exempted from its professional examinations, the Board of Examiners may offer one opportunity of optional reassessment in:

- (i) any such module or modules where the aggregate mark obtained is below the pass mark acceptable to the professional body;
- (ii) any component of such a module where the mark in that component is below the pass mark acceptable to the professional body;

In such cases the marks obtained at reassessment shall be recorded for accreditation purposes but the original marks shall be used for assessment and degree classification as set out in Regulation 16.

### **12.14 Part-time students**

12.14.1 The Board of Examiners shall review the marks achieved by part-time students at the end of each academic year, and shall confirm that the student has achieved the following for each module taken:

- (a) at least the pass mark for all numerically-marked modules including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
- (b) a Pass, or Distinction where appropriate and available, in modules assessed as Pass/Fail including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification.

12.14.2 Where a part-time student has failed one or more modules, the Board of Examiners shall consider the student in accordance with regulation 12.8.

12.14.3 Part-time students eligible for reassessment should complete reassessment in the next available reassessment period (in accordance with Regulation 13) irrespective of whether the whole Stage has been completed.

### **12.15 Visiting and Exchange students**

The Board of Examiners shall review the marks achieved by Visiting and Exchange students and confirm whether they have achieved the standards of satisfactory completion in accordance with Regulation 12.3 and report this to the home institution. In the event that a Visiting or Exchange student has not achieved the pass mark in all modules undertaken at the University, the Board of Examiners shall offer the opportunity of reassessment to the student in all failed modules.

## **13 REASSESSMENT**

13.1 Students eligible for reassessment will be offered a reassessment opportunity in all failed components of the failed module normally in the form of the original

assessment. Any exceptions to this may be made only with the approval of the Learning and Teaching Committee of Senate.

- 13.2 Students are required to pay the appropriate reassessment fee by the deadline published by the University:

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/fees-and-charges](http://www.uea.ac.uk/calendar/section3/regs(gen)/fees-and-charges)

- 13.3 Reassessment will normally be offered on one occasion only.

- 13.4 Reassessment for each module shall be completed in accordance with the timetable specified by the University.

- 13.5 Module marks following reassessment are calculated as follows:

- (i) All marks achieved at reassessment are stored on the Student Record System;
- (ii) For 'Pass on Aggregate' mark schemes, the highest mark achieved for each component, whether achieved at first attempt or reassessment, is used, weighted appropriately, to calculate the overall module mark. Where the overall module mark is at or above the pass mark, following reassessment, the mark will be capped back to the pass mark. This capped mark will be the mark used for progression and classification purposes.
- (iii) For 'Pass all Components' mark scheme modules, component marks at or above the pass mark achieved at reassessment will be capped at the pass mark.

- 13.6 In the case of Semester Abroad, where practicable, reassessment should be in all failed elements and should be undertaken at the partner institution. Where this is not available the School will set a reassessment which is commensurate with the extent of the failure and which tests the learning outcomes of the Semester Abroad.

#### **14 MODULE REASSESSMENT BOARD**

A Module Reassessment meeting shall be carried out immediately prior to the Stage Reassessment meeting, in accordance with Regulation 9 governing the conduct of Module Assessment Boards.

#### **15 STAGE REASSESSMENT BOARD**

There shall be a Stage Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board shall consider the confirmed module marks achieved for each student following their reassessment. It may act as a Stage Assessment Board or Final Assessment Board for students who have sat delayed assessments.

- 15.1 Confirmed marks will be presented as follows:

- (a) the original mark achieved in each module or component that was reassessed;

- (b) the actual mark achieved at Reassessment;
  - (c) the overall module mark calculated following Reassessment; the capped mark will be recorded against the module (for 'Pass on Aggregate' modules) or component (for 'Pass all components' modules) for use in progression and degree classification purposes.
- 15.2 The Board of Examiners shall receive recommendations from the Extenuating Circumstances Panel in accordance with Regulation 10 and information from the Module Assessment Board and Stage Assessment Board as appropriate.
- 15.3 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has achieved the following in the Stage in question:
- (a) at least the pass mark for all numerically-marked modules, including individual components of modules and/or individual sections within examinations where required and stipulated in the Programme Specification;
  - (b) a Pass, or Merit or Distinction where appropriate and available, in modules assessed as Pass/Fail;
  - (c) any additional progression requirement/s for the Stage as specified in the appropriate Programme Specification.
- 15.3.1 The Board of Examiners shall confirm that a student has satisfactorily completed the Stage where the student has met the criteria to be compensated, namely:
- i. The student has an overall stage aggregate equal to or above the pass mark for the stage (40%).
  - ii. The student has failed only one module, of no more than 20 credits.
  - iii. The failed module is not designated as core.

This may include students who were eligible for compensation following the Stage Board and chose not to take reassessment and those who became eligible following Reassessment.

#### **15.4 Consideration of extenuating circumstances at the Reassessment Board**

- 15.4.1 Where a student has been granted a delayed assessment, in accordance with the Extenuating Circumstances Regulations the Board of Examiners shall:
- (a) for a student in Stages 0, 1 or 2 who has met the required conditions, confirm provisional progression, pending passing the outstanding delayed assessment(s) or reassessment(s) in no more than one module, by the October deadline published by the Learning and Teaching Service;

- (b) for any other student, require the student to interrupt their studies and return to undergo the delayed assessment at the next available opportunity.

15.4.2 For all other students with extenuating circumstances the Board of Examiners shall formally approve the recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

15.4.3 An eligible Student may opt to take compensation for the failed module rather than a Delayed Assessment.

## **15.5 Failure to complete the Stage satisfactorily**

Where a student has not completed the Stage satisfactorily as specified above, and there are no recommendations from the Extenuating Circumstances Panel, the Board of Examiners shall:

- (a) in the case of an Integrated Masters student, permit the student to transfer to a Bachelors degree course for which the requirements have been met;
- (b) in the case of a Bachelors degree student, permit the student to transfer to an alternative Bachelors degree course for which the requirements have been met, (for example, for a student registered on a course with a year abroad or in industry where no reassessment opportunity is available, permit transfer to a course of otherwise similar content for which a year abroad or in industry is not required. Where a reassessment opportunity is available and the student fails the reassessment the Board may offer the student the opportunity to transfer to another Bachelors degree course if one is available or, alternatively may require the student to be withdrawn from the University);
- (c) for a student registered on Actuarial Sciences with a Year in Industry, permit transfer to the 3-year Actuarial Sciences course;
- (d) in all other cases, require the student to withdraw from the University and recommend an award where appropriate.

## **16 FINAL ASSESSMENT BOARD**

There shall be a Final Assessment Board at which the Board of Examiners, including the External Examiner(s), shall consider the results of all students after their final stage of study.

### **16.1 Final Stage Assessment Board**

The Board of Examiners shall confirm that a student has satisfactorily completed the Final Stage where the student has achieved the following:

- (a) at least the pass mark for numerically-marked modules including individual components of modules and/or individual sections within



examinations where required and stipulated in the Programme Specification;

- (b) a Pass, Merit or Distinction where appropriate and available, in modules assessed as Pass/Fail;
- (c) any additional requirement/s for the Stage as specified in the appropriate Programme Specification.
- (d) Eligibility for compensation in one failed module, where **all** of the following are met:
  - i. The student has an overall stage aggregate equal to or above the pass mark for the stage (40% for Stage 6; 50% for Stage 7).
  - ii. The student has failed only one module, of no more than 30 credits.
  - iii. The failed module is not designated as core.

16.1.1 Final-year students who are eligible for compensation will be awarded a compensated pass in the failed module and their award classification will be based on the marks obtained; they may opt to take reassessment instead of the compensation by applying to the Learning and Teaching Service by the published deadline. Such students will be permitted to attend Graduation and have their degree conferred but will receive their degree parchment at the conclusion of their reassessment.

16.1.2 Final-year students who are eligible for compensation in a module for which they have obtained a Delayed Assessment will be considered as having completed their degree and will be awarded the compensation for the Delayed Assessment module. They can opt to take the Delayed Assessment at Reassessment rather than taking the compensation by applying to the Learning and Teaching Service by the published deadline.

## 16.2 **Consideration of the Award**

The Board shall consider the classification of Final Stage Bachelors and Integrated Masters degree students and the award of degrees to Final Stage MB BS students who have successfully completed the Final Stage, according to regulations 16.3 and 16.4 respectively.

## 16.3 **Degree Classification**

16.3.1 The Board shall receive for each student:

- (a) the final Module Marks contributing to the degree, together with the component marks achieved at the original attempt and any reassessment attempt.

- (b) a Stage aggregate mark for each year contributing to the final award mark, expressed as a percentage and taking credit weightings into account;
- (c) a final award mark calculated from the Stage aggregate mark for each contributing year according to the following percentage weighting:

Degree	Stage 2	Stage Y (if applicable)	Stage 3	Stage 4
Bachelors 3-year degrees	40		60	
Bachelors 3-year degrees including a Semester Abroad	25		75	
Bachelors 3-year Nursing degrees	50		50	
Bachelors 4-year degrees	40	0	60	
Integrated Masters degrees	20		30	50
120- credit Level 6 degrees, including top-up degrees and courses in the Schools of Nursing Sciences and Social Work			100	

- (d) The recommendations of the Extenuating Circumstances Panel.

16.3.2 Having received and considered the information as set out above, the Board of Examiners shall assign a provisional classification to all students on the basis of their final award marks as follows:

Classification	Abbreviation	Final Award mark
First Class Honours	I	70% - 100%
Upper Second Class Honours	II (1)	60% - 69%
Lower Second Class Honours	II (2)	50% - 59%
Third Class Honours	III	40% - 49%

### 16.3.3 Consideration of students within 2 per cent of a higher class

- (a) For three- and four-year Bachelors Degrees, the Board of Examiners shall recommend the higher classification for a student whose final award mark falls

within 2% of the boundary for the higher classification where the following conditions are met (note the convention of rounding up in Regulation 6.7):

Final award mark within the 2% borderline of the higher class (noting the convention of rounding up stipulated in Regulation 6.7)	<b>PLUS</b>	Credits across the TWO counting years	OR stage aggregate mark for the final year of:	Outcome
68% - 69.99%		At least 120 credits graded at First Class	70% or above	First Class Honours
58% - 59.99%		At least 120 credits graded at Upper Second Class or above	60% or above	Upper Second Class Honours
48% - 49.99%		At least 120 credits graded at Lower Second Class or above	50% or above	Lower Second Class Honours

- (b) For one-year Degrees consisting of 120 credits at Level 6, the Board of Examiners shall recommend the higher classification for a student whose final award mark falls within 2% of the boundary for the higher classification where the following conditions are met:

Final award mark within the 2% borderline of the higher class (noting the convention of rounding up stipulated in Regulation 6.7)	<b>PLUS</b>	Credits across the ONE counting year:	Outcome
68% - 69%		At least 60 credits graded at First Class or above	First Class Honours
58% - 59%		At least 60 credits graded at Upper Second Class or above	Upper Second Class Honours
48% - 49%		At least 60 credits graded at Lower Second Class or above	Lower Second Class Honours

- (c) For Integrated Masters Degrees, the Board of Examiners shall recommend the higher classification for a student whose final award mark falls within 2% of the boundary for the higher classification where the following conditions are met:

Final award mark within the 2% borderline of the higher class (noting the convention of rounding up stipulated in Regulation 6.7)		Credits across the THREE counting years:	OR stage aggregate mark for the final year of:	Outcome
68% - 69%	<b>PLUS</b>	At least 180 credits graded at First Class or above including at least 60 credits at level 7	70% or above	First Class Honours
58% - 59%		At least 180 credits graded Upper Second Class or above including at least 60 credits at level 7	60% or above	Upper Second Class Honours
48% - 49%		At least 180 credits graded Lower Second Class or above including at least 60 credits at level 7 (	50% or above	Lower Second Class Honours

16.3.4 With respect to Final Classification, the Board of Examiners shall consider the recommendations of the Extenuating Circumstances Panel.

16.3.5 For **Starred Firsts**, the Board of Examiners shall consider the performance of all Honours degree students recommended for a first class honours degree. At its discretion, the Board may indicate with a **star** those Bachelors degree and Integrated Masters degree students whose performance displays exceptional merit, in line with the Board's published criteria. Only students who commenced their course in 2015/16 or earlier are eligible to be considered for the award of Starred First.

16.3.6 Students who have not met the criteria to be awarded a degree may be eligible to be awarded an exit award in accordance with Regulation 18.

#### 16.4 **MB BS Degree**

For final year students registered on the MB BS degree who have satisfied the examiners in all stages of their course, the Board shall recommend that such students have passed, passed with Merit or passed with Distinction, based on their ranking in the national Educational Performance Measure (a measure of performance in Years 1 to 4) and their final assessment, as follows:

<b>Educational Performance Measure ranking</b>		<b>Final Assessment ranking</b>	<b>Outcome</b>
Top 15%	<b>PLUS</b>	Top 15%	MB BS with Distinction
Top 15%		Top 16 – 25%	MB BS with Merit
Top 16 – 25%		Top 25%	MB BS with Merit
Not in top 25%			MB BS

### 16.5 Award of an Aegrotat Degree

The Board of Examiners may recommend the award of an Aegrotat degree in cases where the Examiners are satisfied by appropriate evidence that a student would have obtained a degree but was unable to complete final assessment under the following circumstances and conditions. The Board must:

- a) be satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the assessment; **and**
- b) be informed of the circumstances which must be such that:
  - i. the student is not in a position to complete the final assessment within a reasonable period of time; **and**

the Examiners could not recommend the degree based on the range of marks available.

### 17 FINAL REASSESSMENT BOARD

The Board of Examiners shall consider for a degree (as set out under Regulation 16) those Final Stage students who were referred to reassessment, once the students' module marks have been confirmed and after the Stage Reassessment Board has confirmed that they have successfully passed the final Stage, taking into account the compensation eligibility criteria for the course. At least one External Examiner shall be part of the consideration of awards.

### 18 EXIT AWARDS

18.1 Students who are ineligible for reassessment after failing a Stage or who fail the reassessment for a Stage and are therefore not eligible to be awarded a degree shall be considered by the Board of Examiners, including the External Examiner(s), for the appropriate exit awards.

18.2 In addition to the consideration of any named exit award available to students as set out in the Programme Specification, the Board of Examiners shall consider the following exit awards:

(i) Certificate of Higher Education

The Board of Examiners shall recommend the award of Certificate of Higher Education to students who have successfully completed 120 credits at level 4 or above. At least 60 credits must have been completed at UEA.

(ii) Diploma of Higher Education

The Board of Examiners shall recommend the award of Diploma of Higher Education to students who have successfully completed 240 credits, at least 100 of which are at level 5 or above, and at least 120 of which have been completed at UEA.

18.3 Where an Integrated Masters student withdraws, or is withdrawn, from the Final Stage of an Integrated Masters award, or is not recommended for an Integrated Masters award following Final Assessment or Reassessment, the Board of Examiners shall consider the student's eligibility to receive the following exit award(s)

(i) For any student who has achieved the requirements of a Bachelors degree (360 credits at level 4 or above, including at least 90 at level 6 and 100 at level 5 as stipulated in the Programme Specification for the course).

(ii) In addition, for any student who has achieved at least 60 credits at level 7, the award of Postgraduate Certificate of Higher Education.

18.4 Students awarded an exit award from a professional course are not eligible to apply for professional registration.

## **19 DISCLOSURE OF RESULTS**

19.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see 19.4 below);

19.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with these Regulations and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;

19.3 Students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;

19.4 As part of an informal or formal Academic Appeal or Academic Complaint the Head of the School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussions of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the School to the student who has submitted an Academic Appeal or Academic Complaint, without recourse to the Data Protection Act.

### **Summary of significant changes for 2017/18**

- Introduction of Compensation
- Extension of Provisional Progression to include Stage 2
- Introduction of reassessment requirements for failure of a Semester Abroad
- Requirements for the award of an Aegrotat degree

# Regulations for Undergraduate Awards

## Common Course Structure

THESE REGULATIONS ONLY APPLY TO PART-TIME STUDENTS WHO STARTED THEIR COURSE PRIOR TO 2013/14.

***STUDENTS REGISTERING IN YEAR 0, YEAR 1, YEAR 2 OR YEAR 3 OF AN UNDERGRADUATE OR INTEGRATED MASTERS DEGREE IN THE ACADEMIC YEAR 2017/18 WILL BE TREATED UNDER THE 'REGULATIONS FOR BACHELORS AND INTEGRATED MASTERS AWARDS 2017/18'.***

### 1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the assessment, progression and awards of degrees of Bachelor of Arts, Bachelor of Engineering, Bachelor of Science (including those offered by the School of Health Care Sciences (Nursing and Midwifery degree courses) as listed in appendix B7), Bachelor of Laws and Bachelor of Medicine/Bachelor of Surgery. These Regulations also govern the awards of the Certificate and Diploma of Higher Education as listed in appendix B7.
- 1.2 These Regulations apply to full-time and part-time undergraduate students.
- 1.3 Alterations to or concessions against these Regulations may be made only with the approval of the Learning and Teaching Committee of the Senate or by named persons with delegated powers to operate on behalf of the Committee.
- 1.4 All references to Instruction in these Regulations shall refer to the *Common Course Structure: Instructions to Examiners*.

### 2 DEFINITIONS

Within these Regulations, the following terminology shall apply:

<b>Course</b>	a grouping of modules leading to an award.
<b>Programme Specification</b>	an outline of a course which specifies its content and requirements.
<b>Course Director</b>	an academic member of staff in the School in which a student is registered who is responsible for managing the course.
<b>Stage</b>	the equivalent of one year's full time study on a course, normally 120 credits apart from the MB BS programme.
<b>Module</b>	a discrete block of study for which a student enrolls. Each



module is classified by its **level** and its **credit** value.

<b>Level</b>	modules shall be classified at one of the following levels: (a) Access level (level 0); (b) Introductory degree level, not normally counting towards the final degree classification, except for a student following a degree course in subjects which are not cognate (level 1); (c) Honours Degree level, counting towards the final degree classification (level 2/ 3). Level 2 modules would normally precede level 3 modules as these may form pre-requisites or provide a broader context to the subject matter, compared to level 3 modules.
<b>Credit</b>	an indicator of the volume of study associated with a <b>module</b> .
<b>Compulsory Module</b>	a module designated as one which students must take in their chosen course.
<b>Core Module</b>	a module designated as one which students must take in their chosen course. Students must attain the pass mark in all modules designated core for their chosen course.
<b>Optional Module</b>	a module included within a range of options from which a student must select, subject to the approval of the Board of the School of Studies.
<b>Free Choice Module</b>	a module that may be selected by a student subject to the approval of the Board of their School of Studies.
<b>Mark</b>	Marks are expressed as a percentage except for modules in the MB BS course and for some specified modules or components of modules in other courses, where marks may be expressed as Fail/Pass or Fail/Pass/Distinction.
<b>Delayed Assessment/ Reassessments (DA/RDA)</b>	A deferred assessment or reassessment opportunity, normally in an assessment event (examinations, course test, presentation, Objective Course Specific Examination (OSCE), Objective Structured Pharmacy Examination (OSPE)), granted by the Board of Examiners on the recommendation of the Extenuating Circumstances Panel (ECP) where a student has presented evidence that factors outside the student's own control affected the student's attendance or performance at an assessment event.
<b>Finalist</b>	a student undertaking the final Stage of his/her registered course.

### **3 GENERAL PRECONDITIONS TO AN AWARD**

In order to qualify for an award of the University a student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the course;
- (b) satisfactorily complete a programme of study and assessment in accordance with these Regulations and any specific criteria set out in the relevant programme specification.

## **4 COURSE REQUIREMENTS**

4.1 The University shall:

- (a) publish Programme Specifications specifying the content and requirements of each course including any course-specific requirements for assessment and progression;
- (b) publish Course Profiles specifying the modules to be taken, and electives available, for each course;
- (c) publish Modules Outlines specifying the content and assessment for each module.

4.2 Courses may consist entirely of compulsory modules or may be a mix of compulsory and option modules chosen from a list of defined modules. Each module will normally be worth at least 20 credits.

4.3 Students may be awarded specific credit via Accredited Prior Learning, in accordance with the University's policy:

<https://portal.uea.ac.uk/academic-calendar/general-regulations>

4.4 Courses shall consist of:

- (a) 720 credits for the MB BS course;
- (b) 840 credits for the MB BS course with a Foundation year;
- (c) 480 credits for a four year Bachelors degree;
- (d) 480 credits for a Bachelors degree with a Foundation degree;
- (e) 360 credits for a three year Bachelors degree;
- (f) at least 280 credits for Ordinary Degree courses;

- (g) at least 120 credits at level 3 for the BA Social Work Specialist Practice;
- (h) at least 120 credits at level 3 for the BA Professional Studies;
- (i) no more than 40 credits of Free Choice modules (level 0 modules are not allowed to be chosen as Free Choice modules) within the final 240 credits specified in the programme specification for Honours Degrees (or the final 360 credits in the case of degree courses comprising 480 credits);
- (j) credits as specified in appendix B7 for all awards offered by the School of Health Sciences (Nursing and Midwifery degree courses).

## **5 DURATION OF COURSE**

- 5.1 Students must enrol for and complete the course in accordance with the Programme Specification published by the University, within:
- (a) three or four years in the case of full-time Honours Degree students;
  - (b) five/six years in the case of MB BS students/MB BS students registered on the MB BS programme with a Foundation year;
  - (c) the timescales set out for all awards offered by the School of Health Sciences (Nursing and Midwifery degree courses) as listed in Appendix B7;
  - (d) a period of eight years from the date of initial registration for all part-time students except those included in appendices B4 and B7.
- 5.2 On the recommendation of the Head of a student's School of Studies, the Learning and Teaching Committee of the Senate may vary or amend the requirements of these Regulations in respect of a particular student. This variation may include the extension, by intercalation or repetition, of a student's period of study for a degree to a maximum of two years beyond the specified length of the course (with the exception of MB BS students who intercalate after Stage 4 to complete a PhD). In such instances, it may also impose alternative conditions and requirements.
- 5.3 Professional, Statutory or Regulatory bodies may impose a shorter maximum period of study, details of which are published in the relevant Programme Specification.

## **6 MODULE ENROLMENT**

- 6.1 Students are required to enrol formally for and complete modules according to the requirements set out in the Programme Specification, Course Profile and Module Outlines, by the deadline published by the Learning and Teaching Service.

- 6.2 Visiting and Exchange students will normally take 120 credits and part-time students no more than 80 credits in each academic year of study.
- 6.3 No student shall register for more than the credit requirement of their year of study, as specified in the Programme Specification.
- 6.4 No student shall register for modules that have clashing teaching events.
- 6.5 Course Profiles and the availability of modules are subject to change.
- 6.6 A student seeking a late module enrolment, or a change to enrolment, after week 3 of the autumn semester and week 2 of the spring semester must obtain the prior approval of the Learning and Teaching Committee of Senate, on the recommendation of the Head of their School and may be subject to a late fee.
- 6.7 Within the modules taken in the final 240 credits of study (excluding the Year Abroad), Honours Degree students shall not take modules totalling more than 120 credits which are wholly assessed by coursework as defined by the Learning and Teaching Committee of the Senate. Programme Specifications for some courses may further restrict the selection of modules wholly assessed by CW.
- 6.8 On recommendation of the appropriate Course Director, the Head of a student's School of Studies may vary a student's course by permitting that student to take modules which are not included in the specified range of units as follows:
- (a) a variation in modules totalling no more than 30 credits out of the total number of credits required for an Honours Degree;
  - (b) a variation in modules totalling no more than 20 credits out of the total number of credits required for an Ordinary degree.
- Such variation shall not apply to core or compulsory modules nor to the substitution of an Honours level module (level 2 or level 3 module) by a module of a lower level (level 1 module), either of which, would require a concession from the Learning and Teaching Committee of Senate.
- 6.9 A student may be suspended from a module including a practice placement where a Professional Code of Conduct applies, pending formal investigation of the circumstances in accordance with published procedures, where the Head of School decides that there is *prima facie* evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client), and/or has contravened the relevant Professional Code of Conduct and/or the behaviour is incompatible with behaviour required by the relevant profession.

## **7 STUDY ABROAD AND IN INDUSTRY**

- 7.1 As a requirement of the degree, a student may spend up to two consecutive semesters at an approved institution in another country or within an industrial setting in the UK (or, if outside the UK, provided that the proposal has been approved by the relevant Faculty Associate Dean (LTQ)) provided that no such semester forms part of the student's final Stage of study and that appropriate assessments of the institution or industrial setting have been conducted. The marks obtained from the period of study abroad or in industry may count towards the degree classification, in accordance with the requirements specified in the programme specification.
- 7.2 The School may stipulate additional criteria to govern progression to a period of study abroad or period of industrial placement and shall publish any such criteria in advance within the programme specification of the course. The additional criteria (as set out in Appendix B1 of these regulations) shall take precedence over the progression regulations otherwise in force.
- 7.3 The Head of School may require a student to transfer from a degree course which includes a required period of study abroad or period of industrial placement to a course of otherwise similar content spent wholly in the UK or for which an industrial placement is not required under the following circumstances:
- (a) if the student has failed to meet the criteria stipulated by the School as noted in regulation 7.2;
- or**
- (b) on the recommendation of a Board of Examiners following a required period of study abroad or placement in industry.
- 7.4 Where a student has registered on a degree course that does not include a required period of study abroad, but his/her School of Study offers module(s) under an approved ERASMUS scheme, the student may seek approval from the Head of the School to spend up to two consecutive semesters abroad. This period abroad:
- (a) must constitute a designated ERASMUS exchange administered by the University;
  - (b) shall not form part of the student's final Stage of study;
  - (c) must include the study of appropriate modules that will fulfil the normal course requirements;
  - (d) shall count in all respects towards the student's degree in accordance with the description in the relevant programme specification.

## **8 STUDENT PROGRESS MEETING**

There shall be a Student Progress Meeting after each Autumn Semester spent at UEA (and for courses offered by the School of Health Sciences (Occupational Therapy, Physiotherapy and Speech and Language Therapy degree courses), at such other additional times as shall be approved by the Learning and Teaching Committee of the Senate). The appropriate Board of Examiners or sub-group of Examiners shall review each student's academic progress to date, in accordance with Instruction 4, and:

- (a) refer students whose performance is unsatisfactory to the Head of their School for appropriate academic guidance and advice;
- (b) confirm the marks for any Autumn Semester Visiting or Exchange students. Under these circumstances, the marks thus confirmed cannot be adjusted subsequently by the Module Assessment Board in accordance with Instruction 5.2. Where the Visiting or Exchange student has failed to achieve the pass mark in (a) module(s) studied at UEA, and his/her home institution requires pass marks in all modules undertaken, the Board shall offer the opportunity of reassessment to the student.

As the School of Health Sciences (Nursing and Midwifery degree courses) has frequent meetings of Boards of Examiners, where marks may be confirmed in accordance with Instruction 5, the School shall be exempt from holding student progress meetings in terms of checking students' academic progress.

## **9 MODULE ASSESSMENT**

9.1 Subject to any alternative provisions in the Instructions to Examiners (Appendix B), each module shall be assessed by one of the following methods:

- (a) wholly by coursework (CW modules);
- (b) wholly by examination (EX modules);
- (c) as a project (PR modules);
- (d) wholly by assessment of practice (AP modules);
- (e) by a combination of two or more of the following: course work, examination, project, assessment of practice (WW for modules which include an examination; CP for modules which include a project and coursework; CA for modules which include coursework and assessment of practice).

9.2 For CP, CA and WW modules at Honours level, the proportion of marks derived from the coursework component shall not be greater than 50.00%

- with the exception of modules offered by the School of Health Sciences (Nursing and Midwifery degree courses).
- 9.3 The pass mark of modules shall be 40.00% unless otherwise stated.
- 9.4 Individual modules/components of modules may be assessed on a Pass or Fail basis only with the prior approval of the Learning and Teaching Committee of the Senate, on the recommendation of the Head of the School concerned.
- 9.5 Modules in the MB BS course shall be assessed on a Fail/Pass or Fail/Pass/Distinction basis in accordance with the instructions in Appendix B.
- 9.6 Each module shall be assessed in accordance with the following timetable:
- (a) CW, PR, CP, CA and AP modules: by the end of the semester in which they are studied;
  - (b) EX modules: shall be examined at the end of the Spring Semester;
  - (c) WW modules: the examined element of all WW modules shall be examined at the end of the Spring Semester, the non-examined element by the end of the semester in which the module is studied;
  - (d) modules for the MB BS course: assessment may take place at such other additional times as shall be approved by the Learning and Teaching Committee of the Senate;
  - (e) modules offered by the School of Health Sciences (Nursing and Midwifery degree courses): assessment may take place at such times as shall be approved by the Learning and Teaching Committee of the Senate.
- 9.7 In circumstances where a student has been permitted by the Board of Examiners on the recommendation of the Extenuating Circumstances Panel (ECP) to take a delayed assessment of an examination or course test, the assessment shall be carried out at the earliest appropriate opportunity. This shall normally be the next scheduled sitting of the examination(s) in that module.
- 9.8 There shall be a Module Assessment Board(s) at which the Board of Examiners shall:
- (a) confirm the marks for modules offered by its School in accordance with Instruction 5. For courses offered by the Faculty of Medicine and Health Sciences, the Board may also confirm the marks in components of modules for which it is responsible;

- (b) report the confirmed marks in a manner and within a period prescribed by the Registrar and Secretary, in accordance with Instruction 5.

Prior to confirmation by the Module Assessment Board, all marks shall be regarded as provisional and may be subject to amendment by the Board of Examiners. Where a module is taken over two semesters, the performance of students shall normally be reviewed at the end of the first semester (at the Student Progress Meeting as set out in Regulation 8) and marks confirmed by the Module Assessment Board at the end of the second semester.

## **10 EXTENUATING CIRCUMSTANCES**

- 10.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University's [Extenuating Circumstances Regulations](#):

- 10.2 The Board of Examiners shall formally approve the compensation/remedy/adjustment or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

- 10.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.

## **11 DELAYED ASSESSMENT**

- 11.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment or Further Reassessment) in accordance with the [University's Extenuating Circumstances Regulations](#):

- 11.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.

## **12 STAGE ASSESSMENT**

- 12.1 When students have attempted the assessment for modules with a credit total that equates to a Stage as defined in Regulation 2 above and in the Programme Specification, the Stage Assessment Board of Examiners or a



sub-group of that Board (where permitted under the Instructions to Examiners) shall review the module marks and overall performance to date in accordance with Instruction 6. For:

- (a) full-time students this will normally fall at the end of the academic year;
- (b) part-time students this will occur when they have attempted sufficient modules with a credit total that equates to a Stage;
- (c) the School of Health Sciences (Nursing and Midwifery degree courses), its Stage Assessment Boards (or sub-groups thereof) may also review marks of modules/components of modules and refer students to reassessment in accordance with Instruction 6.6 after Module Assessment Boards held at other additional times during the year.

12.2 The Stage Assessment Board shall:

- (a) receive and consider the confirmed marks awarded by Module Assessment Boards, for students (other than finalists in the School of Health Sciences (Nursing and Midwifery degree courses)\*) registered in its School, and confirm whether students should be referred to reassessment or progress to the next Stage as appropriate;
- (b) receive from the Extenuating Circumstances Panel its recommendations regarding extenuating circumstances

\*The Stage Assessment Board in the School of Health Sciences (Nursing and Midwifery degree courses) shall consider the confirmed marks for its finalists and consider whether students should proceed to Final Assessment Board or be referred to reassessment.

12.3 The Board of Examiners shall, in accordance with Instruction 6, confirm that a student has satisfactorily completed the Stage where the student has achieved the following:

- (a) for all courses except those offered by the Faculty of Medicine and Health Sciences, level 0 studies as part of a Foundation Year programme and the Study Abroad/Year in Industry Assessment:
  - (i) an overall aggregate for the whole of the Stage of at least the pass mark (40.00%) **and**;
  - (ii) at least the pass mark (40.00%) in at least 80 credits for Honours Degree students or in at least 60 credits for Ordinary Degree students **and**;
  - (iii) at least the pass mark (40.00%) in all modules designated "core" for the course.

- (b) for MB BS students, a Pass or Distinction in all modules undertaken in the Stage in question;
- (c) for courses offered by the School of Health Sciences (Nursing, Midwifery, Occupational Therapy, Physiotherapy and Speech and Language Therapy degree courses), a mark of 40.00% or Pass in all modules undertaken in the Stage in question;
- (d) for the Study Abroad/Year in Industry Assessment, the criteria set out by the Faculty/School (Appendix B of the Instructions to Examiners) or a pass where the Study Abroad/Year in Industry is assessed on a Pass/Fail basis.

In respect of Visiting/Exchange students, the Board of Examiners does not consider whether they progress (as this is regulated by the students' home institutions). However, the Board of Examiners shall review the marks achieved by Visiting/Exchange students and confirm whether they have achieved the same standards of satisfactory completion in accordance with 10.3(a) above and report this to the home institution. In the event that the Visiting/Exchange student has not achieved the pass mark in (a) module(s) undertaken at the University and the home institution requires the pass mark to be achieved in all modules, the Board of Examiners shall offer the opportunity of reassessment to the student in all failed modules.

12.4 In the event that a student has not completed the Stage satisfactorily, the Board of Examiners shall (with the exceptions described in Instruction 6.6(b)) offer the option of reassessment in all failed modules. In such circumstances, the student may:

- (a) either undertake reassessment;
- (b) or withdraw from the course and receive an award where appropriate (in accordance with Instructions 6.10 and 6.11).

### **13 REASSESSMENT**

13.1 Each module shall be reassessed by a method that is compatible with the overall learning outcomes of the module.

Where passing a module depends on passing specific elements within that module, reassessment shall include all such failed elements.

Where students are registered on courses that lead to professional registration (in the Schools of Healthcare Sciences; Social Work and the Norwich Medical School), reassessment may be offered in any component of a module where the mark in that element is below the pass mark acceptable to the professional/statutory/regulatory body, in accordance with Instruction 6.7 and the requirements from the relevant professional/statutory/regulatory body.

For CA modules, the method of reassessment will depend on the element failed by the student.

13.2 A student may be reassessed in a module or an element within a module on one occasion only.

13.3 Reassessment for each module shall be completed:

- (a) either by the end of the ensuing Summer Vacation in accordance with a timetable specified by the University;
- (b) or in respect of AP and CA modules, by timescales prescribed by the Board of Examiners;
- (c) or, in respect of modules offered by the School of Health Sciences (Nursing and Midwifery degree courses), by timescales published by the School;
- (d) or, where a student has been granted a delayed assessment in an examination, at the next scheduled sitting of examinations in that module in accordance with Regulation 9.6.

13.4 **Module Reassessment**

In respect of reassessed students, there shall be a Module Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall:

- (a) confirm the marks for modules offered by its School in accordance with Instruction 5;
- (b) report the confirmed marks in a manner and within a period prescribed by the Registrar and Secretary, as set out in Instruction 5.

13.5 **Stage Reassessment**

There shall be a Stage Reassessment Board at which the appropriate Board of Examiners or a sub-group of that Board (where permitted under the Instructions to Examiners) shall consider the confirmed marks achieved at reassessment and:

- (a) consider whether students (except finalists in the School of Health Sciences (Nursing and Midwifery degree courses)/MB BS Stage 4 students\*\*) should progress to the next Stage (with reference to the academic requirements for completing the Stage, as set out in Regulation 10.3 and Instruction 6) or alternatively, take one of the courses of action set out in Instruction 8.4;
- (b) receive any recommendations made by the Extenuating Circumstances Panel in respect of students in this Stage of their study;

- (c) perform all the duties of a Stage Assessment Board in respect of students who have undertaken a delayed assessment.

\*\*The Stage Reassessment Board in the School of Health Sciences (Nursing and Midwifery degree courses) shall also consider the confirmed reassessment marks achieved by its finalists and consider whether they should proceed to Final Assessment Board or be required to withdraw from the course. Alternatively, it may take one of the courses of action set out in Instruction 9.8. The Stage Reassessment Board in the Norwich School of Medicine shall also act as the Stage Assessment Board in the consideration of MB BS students' progression to Stage 5 in view of the timing of the Elective module.

#### **14 FINAL ASSESSMENT**

There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all students after their final Stage of study. The Final Assessment shall be carried out by the appropriate Board of Examiners with the external examiner(s) in attendance and in accordance with the Instructions to Examiners. The examiners shall receive the results of all Assessments and Reassessments of modules which count towards the award and shall:

- (a) with the exception of courses offered by the School of Health Sciences (Nursing and Midwifery degree courses), perform the duties of a Stage Assessment Board for final Stage students in accordance with Instruction 6 including the referral of students to Reassessment where appropriate;
- (b) receive any recommendations made by the Extenuating Circumstances Panel;
- (c) recommend to Senate the conferment of awards to all students who have met the requirements of their course as specified in the Programme Specification and the standards laid out in the Instructions to Examiners;
- (d) in respect of Honours Degree students who have met the requirements of their course as well as any other requirements specified in the programme specification, rank such students in three classes, the second class being in two divisions, in accordance with the Instruction 9;
- (e) in respect of MB BS students who have satisfied the examiners in all Stages of their course as well as any other requirements stipulated by the Norwich Medical School, recommend that such students have passed or passed with Distinction or Merit, in accordance with Appendix B in the Instructions to Examiners;
- (f) in respect of students registered at the School of Health Sciences (Nursing and Midwifery degree courses) who have satisfied the examiners in all Stages of their course as well as any other

requirements stipulated by the School of Health Sciences (Nursing and Midwifery degree courses), recommend that such students have passed or, in respect of those who have completed Honours Degrees, be ranked as set out in Regulation 12(d) above.

## **15 FINAL REASSESSMENT**

There shall be a Final Reassessment Board (except for the School of Health Sciences (Nursing and Midwifery degree courses)) at which the appropriate Board of Examiners shall review the marks achieved at reassessment and:

- (a) determine whether the Final Stage students have satisfactorily completed the last Stage (with reference to the academic requirements for completing the Stage, as set out in Regulation 10.3 and Instruction 6) and accordingly, perform all the duties of a Final Assessment Board in respect of Final Stage students, in accordance with Instruction 9;
- (b) receive any recommendations made by the Extenuating Circumstances Panel;
- (c) perform all the duties of a Stage Assessment Board in respect of Final Stage students who have undertaken a delayed assessment;
- (d) where applicable, recommend the award of Diploma of Higher Education in accordance with Instruction 6.11.

## **16 DISCLOSURE OF RESULTS**

- 16.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see regulation 16.4 below);
- 16.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with the Instructions to Examiners, and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;
- 16.3 Students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- 16.4 As part of an informal or formal Academic Appeal or Academic Complaint the Head of the School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussion of the Board of Examiners as they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the School to

the student who has submitted an Academic Appeal or Academic Complaint without recourse to the Data Protection Act.

## Regulations for Graduate Diplomas

These regulations govern the following programmes of study:

### ***School of Biological Sciences***

Graduate Diploma in Ecology

### ***School of Chemistry***

Graduate Diploma in Chemical Sciences

### ***School of Economics***

Graduate Diploma in Economics

### ***School of History***

Graduate Diploma in History

### ***School of Art, Media and American Studies***

Graduate Diploma in World Art Studies

1. The Graduate Diploma consists mainly of Honours-level modules as defined by the relevant programme specification and course profile in the relevant School of Study;
2. A candidate for a Graduate Diploma must:
  - (1) be a graduate of this University or another approved University or possess some other qualification approved by this University;
  - (2) submit evidence of adequate training and ability to undertake the programme of study. In some disciplines, this may include fluency in written and spoken English;
  - (3) meet any other admissions criteria that may be prescribed and published by the relevant School of Study with regard to the academic year of entry;
  - (4) study in accordance with these Regulations.
3. The programme of study shall begin at the start of the Autumn Semester and shall be of two semesters' full-time, or be no more than four semesters part-time.
4. A candidate may be required to attend and satisfactorily complete an introductory course prior to the commencement of the Graduate Diploma, as prescribed by the relevant School of Study.
5. Each candidate shall follow a programme of study approved by the School Director of Learning, Teaching and Quality of the relevant School which shall normally be course modules equivalent to 120 credits from

lists to be published each year by the relevant School of Study together with any practical/fieldwork as prescribed by the relevant School. The required modules and numbers of modules at particular levels shall be specified in the relevant programme specification.

6. The Graduate Diploma shall be awarded on the results of a Final Assessment which shall comprise:
  - (1) a candidate's performance in any coursework module(s) during the prescribed programme of study;
  - (2) the result(s) of any written examination(s);
  - (3) the result(s) of a dissertation/research project or any other substantive assignment as prescribed by the relevant School of Study.
7. The pass mark and consideration of each module shall follow the Bachelors and Integrated Masters Degree Regulations for Undergraduate Awards.
8. The examiners may require a candidate to take an oral examination.
9. A student may be granted a Delayed Assessment or a new date for the submission of the dissertation/research project in accordance with the University's Extenuating Circumstances Regulations.

### **Final Assessment**

- (1) If the candidate's performance in the Final Assessment has reached the standard required for the Graduate Diploma in all aspects, the Board of Examiners shall recommend that the candidate be awarded the Graduate Diploma. This may include the compensation of one module of up to 30 credits where this is available for the course in accordance with the Bachelor and Integrated Masters award regulations.
  - (2) If the candidate has completed all the required elements in the Final Assessment, but has failed to reach the standard required for the Graduate Diploma in any component/element/module of the Final Assessment, the Board of Examiners shall refer the candidate to reassessment at a time and in such part(s) of the Final Assessment as the examiners shall prescribe, in accordance with the Regulations for Bachelors and Integrated Masters Awards. A candidate shall not be allowed to submit for reassessment on more than one occasion.
10. The Board of Examiners shall consider candidates who have undertaken reassessment in one of the following ways:
    - (1) if the candidate's performance in the Reassessment has reached the standard required for the Graduate Diploma in all aspects, the Board of Examiners shall recommend that the candidate be awarded the Graduate Diploma. This may include the compensation of one module of up to 30 credits where this is available for the course in



accordance with the Bachelor and Integrated Masters award regulations;

- (2) if the candidate's performance in the Reassessment has not reached the standard required for the Graduate Diploma, it shall recommend that the Graduate Diploma be not awarded.

## Regulations for the Graduate Diploma in Legal Studies

1. The Graduate Diploma in Legal Studies is based on modules offered for first degree courses in the School of Law. The award of the Graduate Diploma carries with it recognition by the Solicitors Regulation Authority (SRA) and the Bar Standards Board (BSB).
2. A candidate for the Graduate Diploma in Legal Studies must:
  - (1) Study in accordance with these Regulations.
  - (2) Attend and satisfactorily complete an introductory course relating to the English legal system, legal method and legal research.
  - (3) If undertaking the academic stage for the purpose of qualification as a solicitor, candidates must demonstrate one of the following and be approved by the Board of the School of Law as a candidate for the Graduate Diploma in Legal Studies:
    - (i) They hold a non-QLD law degree from a UK university/a university in the Republic of Ireland.
    - (ii) They hold a degree in a subject other than law from a UK university/a university in the Republic of Ireland.
    - (iii) They are overseas graduates who have studied any subject for a minimum of three years full time.
    - (iv) They hold other academic or vocational qualifications that the SRA considers equivalent to a degree. Regulation 2.2 of the SRA Training Regulations 2014 permits recognition that the knowledge and skills outcomes (and the standard at which they must be acquired) may have been achieved by an individual through other assessed learning and supervised work-based learning. Where this is the case, exemption from some stage or part of the academic stage may be granted. This is called assessed learning and supervised work-based learning 'equivalent means'. (further information relating to assessed learning and supervised work-based learning 'equivalent means' is detailed in the SRA/BSB Academic Stage Handbook).
  - (4) If undertaking the academic stage for the purpose of qualification as a barrister, candidates must demonstrate **one** of the following and be approved by the Board of the School of Law as a candidate for the Graduate Diploma in Legal Studies:

- (i) They hold a UK/Republic of Ireland degree, awarded at or above the minimum standard (II(2)).
  - (ii) They have been granted a Certificate of Academic Standing by the BSB on the basis of an overseas degree or a non-standard UK/Republic of Ireland degree.
  - (iii) They have been approved by the BSB's Qualifications Committee as suitable for admission as a mature student.
3. Each candidate shall be required to complete (1) taught modules specified by the School of Law and (2) a research project in the School of Law.
  4. The total credit value of the taught modules plus the research project shall be 160 credits at Level 5.
  5. For each candidate the Board of the School shall appoint a supervisor or joint supervisors for the research project, at least one of whom shall be a member of the academic staff of the School.

## **6. Assessment**

- 6.1 Each candidate shall be examined by two or more examiners, of whom at least one shall be an external examiner.
- 6.2 Each candidate shall complete assessments in each of the seven taught 20-credit modules. In each module, assessment may comprise an examination (accounting for 100% of the mark for the module) or examination and coursework (accounting for a 70:30 weighting respectively for the module).
- 6.3 Each candidate shall be assessed in the eighth module by means of a research project in the School of Law on a topic that must be approved in advance by the Module Organiser.
- 6.4 The pass mark for each component of a module in the Graduate Diploma in Legal Studies shall be 40%.

## **7. Module Assessment**

- 7.1 All marks are provisional until these have been confirmed by the Board of Examiners or appropriate sub-group at a Module Assessment Board. Normally this is held immediately prior to the Stage or Final Board.
- 7.2 The Board of Examiners or appropriate sub-group shall receive the marks presented for each module, and contributing components, which is being assessed and for which it is responsible.
- 7.3 It is the role of the Board of Examiners or appropriate sub-group to confirm that internal and external moderation has been completed and that the marking standards for the module are appropriate.

- 7.4. For the Graduate Diploma in Legal Studies, the Stage shall comprise of 160 credits and all confirmed module and component marks will be considered by the Final Assessment Board in accordance with Regulation 8 below.

## **8. Final Assessment**

- 8.1 There shall be a Final Assessment meeting at the end of the course, where the Board of Examiners shall consider the confirmed marks achieved by each candidate in the seven taught modules and the research project.
- 8.2 The Chair of the Final Assessment Board shall be responsible for arrangements with external examiners, the production of any examination papers, the chairing of the meeting, the recording of marks and their presentation to the Board, the reporting of decisions to the Registrar and Secretary and such other tasks as the Senate shall require.
- 8.3 A member of academic staff/the candidate may report, through the Head of the candidate's School, any factors which may affect the performance of a candidate in any part of the assessment. The Board may take account of evidence of extenuating circumstances only if it is formally reported in this way.
- 8.4 If a candidate has been prevented from completing any coursework assessments and/or from taking the prescribed examination or some part thereof and has presented sufficient evidence of ill health or other urgent and reasonable cause, the examiners shall arrange for the candidate to complete/undertake a new coursework assessment(s) (where the candidate has not completed the coursework assessment) or take an examination at a different date (where the candidate has missed the examination) and for this to count as a first attempt, in accordance with the University's Extenuating Circumstances regulations.
- 8.5 At the Final Assessment the Board of Examiners shall proceed as follows:
- (1) if a candidate has passed all components of modules in the Final Assessment, it shall recommend the award of the Graduate Diploma;
  - (2) if the candidate has failed one component of one module in the Final Assessment with a mark of not less than 35%, and has demonstrated sufficient academic achievement in all remaining components of modules as described in Regulation 8.10, the Board shall consider whether or not to refer the candidate to reassessment in the failed component of a module in accordance with Regulation 8.7;
  - (3) if the candidate has failed one component of a module in the Final Assessment with a mark of not less than 35%, but has not demonstrated sufficient academic achievement in all remaining components of modules as described in Regulation 8.10, the Board shall refer the candidate to reassessment in the failed component of a module in accordance with Regulation 8.7;

- (4) where a candidate has failed any component(s) of module(s) with a mark of less than 35%, it shall refer the candidate to reassessment in that (those) component(s);
- (5) where the candidate is reassessed in the research project, a new topic or the same topic may be chosen and the Examiners shall determine the resubmission deadline which shall normally be not more than three months after the publication of the results following the Final Assessment Board.

## 8.6 Award of Graduate Diploma in Legal Studies

### **Graduate Diploma in Legal Studies with Distinction**

In respect of candidates who studied a minimum of 100 cr at UEA and have achieved a minimum of 40% in all components of all modules (achieving the equivalent of passing 160 credits where exemption had been granted), the Board of Examiners shall recommend the following where the candidate has achieved the conditions stated in i (a) or (b) below. In the event that the candidate has achieved the results as set out in (b) below, the Board may also recommend the following award unless the Board considers it inappropriate to do so, as set out in the relevant PSRB handbook.

- (i) the award of **Graduate Diploma with Distinction in Legal Studies**, where the candidate has achieved the following marks at the first attempt without the application of Regulation 8.10 to any of the modules completed at UEA:
  - (a) an overall aggregate mark of at least 70%, which shall be calculated by taking the average of all the module marks completed at UEA;

OR

- (b) a minimum aggregate mark of 70%, calculated by taking the average of the four highest module marks completed at UEA, AND an overall aggregate mark of at least 67%, which shall be calculated by taking the average of all the module marks completed at UEA.

In respect of candidates who studied 80 credits at UEA and have achieved a minimum of 40% in all components of all modules (achieving the equivalent of passing 160 credits where exemption had been granted) the Board of Examiners shall recommend the following where the candidate has achieved the conditions stated in ii (a) or (b) below. In the event that the candidate has achieved the results as set out in (b) below, the Board may also recommend the following award unless the Board considers it inappropriate to do so, as set out in the relevant PSRB handbook:

- (ii) the award of **Graduate Diploma with Distinction in Legal Studies**, where the candidate has achieved the following marks at the first attempt without the application of Regulation 8.10 to any of the modules completed at UEA:
  - (a) an overall aggregate mark of at least 70%, which shall be calculated by taking the average of all the module marks completed at UEA;

OR

- (b) a minimum aggregate mark of 70%, calculated by taking the average of the three highest module marks completed at UEA, AND an overall aggregate mark of at least 67%, which shall be calculated by taking the average of all the module marks completed at UEA.

### **Graduate Diploma in Legal Studies with Commendation**

In respect of candidates who studied a minimum of 100 credits at UEA and have achieved a minimum of 40% in all components of all modules (achieving the equivalent of passing 160 credits where exemption had been granted), the Board of Examiners shall recommend the following where the candidate has achieved the conditions stated in iii (a) and (b) below. In the event that the candidate has achieved the results as set out in (b) below, the Board may also recommend the following award unless the Board considers it inappropriate to do so, as set out in the relevant PSRB handbook:

- (iii) the award of **Graduate Diploma with Commendation in Legal Studies**, where the candidate has achieved the following marks at the first attempt without the application of Regulation 8.10 to any of the modules completed at UEA:
  - (a) an overall aggregate mark of at least 60%, which shall be calculated by taking the average of all the module marks completed at UEA;OR
  - (b) a minimum aggregate mark of 60%, calculated by taking the average of the four highest module marks completed at UEA, AND an overall aggregate mark of at least 58%, which shall be calculated by taking the average of all the module marks completed at UEA.

In respect of candidates who studied 80 credits at UEA and have achieved a minimum of 40% in all components of all modules (achieving the equivalent of passing 160 credits where exemption had been granted) the Board of Examiners shall recommend the following where the candidate has achieved the conditions stated in iv (a) and (b) below. In the event that the candidate has achieved the results as set out in (b) below, the Board may also recommend the following award unless the Board considers it inappropriate to do so, as set out in the relevant PSRB handbook.:

- (iv) the award of **Graduate Diploma with Commendation in Legal Studies**, where the candidate has achieved the following marks at the first attempt without the application of Regulation 8.10 to any of the modules completed at UEA:
  - (a) an overall aggregate mark of at least 60%, which shall be calculated by taking the average of all the module marks completed at UEA;OR
  - (b) a minimum aggregate mark of 60%, calculated by taking the average of the three highest module marks completed at UEA, AND an overall aggregate mark of at least 58%, which shall be calculated by taking the average of all the module marks completed at UEA.

### **8.7 Award of Graduate Diploma in Legal Studies**

In respect of candidates who have achieved a minimum of 40% in all components of all modules (or achieved the equivalent of passing 160 credits where exemption had been granted) and for whom the provisions of Regulation 8.6 do not apply, the

Board of Examiners shall for each candidate recommend the award of the **Graduate Diploma in Legal Studies**.

- 8.8 **Award of Graduate Diploma in Legal Studies** (with compensation)  
In respect of candidates who have studied 160 credits at UEA and achieved a minimum of 40% in all components of all modules apart from one component which has been treated in accordance with Regulation 8.10, the Board of Examiners shall for each candidate recommend the award of the **Graduate Diploma in Legal Studies**.
- 8.9 In respect of candidates who have failed to achieve 40% in component(s) of a/all module(s), the Board of Examiners shall refer such candidates to reassessment in the failed component(s) unless the provisions of Regulation 8.10 are applied.
- 8.10 For those candidates who have registered for 160 credits on the Graduate Diploma in Legal Studies at UEA and have failed only one component with a mark of not less than 35% and have passed all components of all other modules taken, the Board of Examiners may resolve to compensate the fail and award the Diploma.
9. **Reassessment**
- 9.1 There shall be a Final Reassessment meeting at the end of the course, whereby the Board of Examiners shall consider the confirmed marks achieved by each candidate in the seven taught modules and the research project.
- 9.2 The Chair of the Final Reassessment Board shall be responsible for arrangements with external examiners, the production of any examination papers, the chairing of the meeting, the recording of marks and their presentation to the Board, the reporting of decisions to the Registrar and Secretary and such other tasks as the Senate shall require.
- 9.3 A member of academic staff/the candidate may report, through the Head of the candidate's School, any factors which may affect the performance of a candidate in any part of the (re)assessment. The Board may take account of evidence of extenuating circumstances only if it is formally reported in this way.
- 9.4 If a candidate has been prevented from completing any coursework reassessments and/or from taking the prescribed examination or some part thereof and has presented sufficient evidence of ill health or other urgent and reasonable cause, the examiners shall arrange for the candidate to complete/undertake a new coursework reassessment(s) (where the candidate has not completed the coursework reassessment) or take an examination at a different date (where the candidate has missed the examination) and for this to count as a first reassessment attempt in accordance with the University's Extenuating Circumstances regulations.
- 9.5 There shall be a Final Reassessment meeting at which the Board of Examiners shall consider the marks achieved by candidates at Reassessment. It shall proceed as follows:

- (i) if at the first referral to reassessment the candidate has passed all required components of all modules, one of which may have been treated in accordance with Regulation 8.10, the Board shall recommend the award of the Graduate Diploma in Legal Studies;
- (ii) if at the first referral to reassessment, the candidate has failed any required component(s) of a/all module(s), and any failure is not treated in accordance with Regulation 8.10, the Board shall refer the candidate to a second reassessment in the failed module component(s);
- (iii) if at the second referral to reassessment the candidate has passed all required components of all modules, one of which may have been treated in accordance with Regulation 8.10, the Board shall recommend the award of the Graduate Diploma in Legal Studies;
- (iv) if at the second referral to reassessment, the candidate has failed any required component(s) of a/all module(s), and any failure is not treated in accordance with Regulation 8.10, the Board shall not award the Graduate Diploma and shall not refer the candidate to further reassessment;
- (v) No candidate may be reassessed on more than two separate occasions.
- (vi) the maximum mark that may be awarded for a module component at reassessment is 40%.

10.6 An Aegrotat Award is not permitted as this is not an award recognised by the Solicitors Regulation Authority and the Bar Standards Board.

## **11. Pass Lists and Disclosure of Confirmed Marks**

- 11.1 All members of the Board of Examiners or any appointed sub-group thereof shall sign the appropriate results and pass lists at the end of assessment meetings.
- 11.2 It is the Senate's policy that confirmed marks awarded for formal University degree, diploma and certificate assessments, including reassessments, shall be made available for disclosure to candidates individually in accordance with approved procedures.
- 11.3 Candidates will be advised that the deliberations of the Board of Examiners are confidential. Examiners are not authorised to inform candidates of any discussion which may have taken place in the examiners' meeting.



# Common Masters Framework Regulations

## 1 SCOPE OF THESE REGULATIONS

- 1.1 These Regulations govern the assessment, progression and awards for students studying on programmes leading to Postgraduate Certificates, Postgraduate Diplomas and Masters degrees.
- 1.2 These Regulations govern all students who commence on taught FHEQ level 7 courses leading to Postgraduate Certificates, Postgraduate Diplomas and Masters degrees from the academic year 2016/17.
- 1.3 These regulations govern the awards of:  
Master of Arts (MA), Master of Business Administration (MBA), Master of Clinical Education (MClinEd), Master of Fine Arts (MFA), Master of Laws (LLM), Master of Research (MRes), Master of Science (MSc), Master of Surgery (MS), the Postgraduate Diploma (PgDip), Postgraduate Diploma in Clinical Education (PgDipClinEd), the Postgraduate Certificate (PgCert), the Postgraduate Certificate in Education (PGCE) and the Postgraduate Certificate in Clinical Education (PgCertClinEd).
- 1.4 These Regulations apply to full-time and part-time postgraduate students. Where appropriate these regulations also apply to Visiting and Credit-Only students at postgraduate level.
- 1.5 Alterations to or concessions against these Regulations may be made only with the approval of the Learning and Teaching Committee of Senate, or by named persons with delegated powers to operate on behalf of the Committee.

## 2 GENERAL PRECONDITIONS TO AN AWARD

In order to qualify for an award of the University a student must:

- (a) satisfy the general entrance requirements of the University and any entrance requirements relevant to the course; and
- (b) satisfactorily complete a programme of study and assessment in accordance with these Regulations and any specific criteria set out in the relevant Programme Specification.

## 3 COURSE REQUIREMENTS

3.1 The University shall:

- (a) publish Programme Specifications specifying the content and requirements of each course including any course-specific requirements for assessment and completion;
- (b) publish Course Profiles specifying the modules to be taken, and options available, for each course;
- (c) publish Module Outlines specifying the content and assessment for each module.

- 3.2 Students may be awarded specific credit via Accredited Prior Learning, in accordance with the University's policy:

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/apl\\_apel-policy](http://www.uea.ac.uk/calendar/section3/regs(gen)/apl_apel-policy)

- 3.3 Courses shall consist of:
- (a) 60 FHEQ level 7 credits for a Postgraduate Certificate
  - (b) 90 FHEQ level 7 credits for the Postgraduate Certificate in Education (PGCE)
  - (c) A minimum of 120 FHEQ level 7 credits for a Postgraduate Diploma
  - (d) 180 FHEQ level 7 credits for a Masters Degree except as indicated in (e) below
  - (e) 360 FHEQ level 7 credits for a Masters of Fine Arts

#### **3.4 Dissertation**

A dissertation or research project submitted for a Masters degree (where required within the programme of study) may not incorporate, whether in the same or different form, work which has been submitted to this or any other university for a degree unless the subject of the research is an extension or continuation of research begun for such a degree. In such a case the extent of the material and the degree if any obtained should be indicated.

### **4 DURATION OF STUDY**

- 4.1.1 All students must enrol and complete their course in accordance with the Programme Specification published by the University.
- 4.1.2 The maximum period of registration for part-time students is five years.

#### **4.2 Extension to a period of study**

- 4.2.1 The Learning and Teaching Committee of the Senate may vary or amend the requirements of these Regulations in respect of a particular student. This variation may include the extension by interruption (intercalation) or repetition or extension of the time allowed, of a student's period of study to a maximum of two years beyond the specified length of the course. In such instances, it may also impose alternative conditions and requirements.
- 4.2.2 Professional, Statutory or Regulatory bodies may impose a shorter maximum period of study, details of which are published in the relevant Programme Specification.

### **5 MODULE ENROLMENT**

- 5.1 Students shall be required to enrol for and complete modules according to the requirements set out in the Programme Specification, Course Profile and Module Outlines, by the deadline published by the Learning and Teaching Service.
- 5.2 No student shall register for more than the credit requirement of their programme as specified in their Programme Specification.

- 5.3 No student shall register for modules that have clashing teaching events.
- 5.4 Students are not permitted to take undergraduate level (FHEQ 6 or below) modules.
- 5.5 A student seeking a late module enrolment, or change to enrolment, after Week 3 of the Autumn or Week 2 of the Spring semester must obtain prior approval of the Learning and Teaching Committee of Senate, on the recommendation of their Head of School or nominee.
- 5.6 On the recommendation of the appropriate Course Director, the Head of a student's School of Studies may vary a student's course by permitting that student to take up to 40 credits of optional modules at level 7 which are not included in the specified range of modules for a Masters Degree or Postgraduate Diploma. Such a variation shall not apply to core or compulsory modules. There may be no substitution of modules for a Postgraduate Certificate.
- 5.7 A student may be suspended from a module which has a practice element/placement pending formal investigation of the circumstances in accordance with published procedures where the Head of School decides that:
- (a) there is *prima facie* evidence that a student's behaviour has jeopardised the welfare of a subject (whether patient, pupil or client);
  - (b) and/or has contravened the relevant professional code of conduct;
  - (c) and/or the behaviour is incompatible with behaviour required by the relevant profession.

## 6 **STUDY AWAY FROM THE UNIVERSITY**

A student may seek approval from the Head of School to spend not more than three months of the dissertation element of the period of study at some other approved place of study or research.

## 7 **ASSESSMENT**

- 7.1 Each course shall have an assessment strategy, defined in its Programme Specification, linked to the learning outcomes of the course.
- 7.2 The method and timings of each assessment shall be published in Module Outlines, on the students' Portal and in examination timetables as appropriate.
- 7.3 The assessment of each module shall generate a single mark between 0% and 100%, calculated from contributing individual component marks, weighted appropriately.
- 7.4 The pass mark of a numerically marked Masters' module (level 7) shall be 50%.
- 7.5 All marks will be recorded and displayed to two decimal places. For the purposes of progression and classification (pass/merit/distinction), module, taught component and classification marks will be treated as if rounded to the nearest integer:

- (a) module marks within 0.5% of a pass mark will be awarded a pass;
- (b) module marks within 0.5% of a higher classification grade will be awarded the higher classification;
- (c) taught component average marks within 0.5% of the pass mark will be considered to have achieved the threshold;
- (d) classification marks within 0.5% of a higher classification will be awarded the higher classification;
- (e) classification marks within 0.5% of a borderline will be considered as being borderline.

- 7.6 The pass mark must be achieved at the module level. These modules are identified with a 'pass on aggregate' marks scheme.
- 7.7 Where there is a Professional, Statutory or Regulatory Body requirement to do so, each individual component of the module may be required to be passed in order to pass the module; such modules are identified with a 'pass all components' marks scheme.
- 7.8 Where appropriate, individual modules, or elements within modules, may be assessed on a Pass/Fail basis.

## **8 THE BOARD OF EXAMINERS**

### **8.1 Membership of Boards of Examiners**

- 8.1.1 The Board of Examiners shall comprise a Chair (who shall not be the Head of the School), external examiner(s) and at least two additional internal examiners, who are academic staff having a major responsibility for teaching and/or assessment of the modules or the course under consideration. The membership of Boards of Examiners and their subgroups must be approved by the Learning and Teaching Committee of Senate.
- 8.1.2 With the exception of the Board of Examiners for the Final Assessment, a Board may delegate its functions to a subgroup of examiners which shall include the Chair (or Deputy Chair) of the Board and at least two other internal examiners.
- 8.1.3 There shall be an Extenuating Circumstances Panel which acts an advisory group to the Board of Examiners to consider students' extenuating circumstances and the related evidence.
- 8.1.4 All members of a Board of Examiners (or one of its subgroups) are required to attend unless the Learning and Teaching Committee of Senate has approved their absence in advance. In the case of reassessment for the final degree classification, the Learning and Teaching Committee of Senate may approve the absence of the external examiners, if there is evidence that they have been appropriately consulted.
- 8.1.5 In order to inform its decisions, a Board of Examiners may invite the attendance or comments of other internal staff who are not members. Such an invitation will not confer rights of membership.

### **8.2 The Chair**

The Chair of the Board of Examiners, with appropriate support and regulatory advice from the Secretary to the Board, shall have responsibility for:

- (a) seeking approval of the membership of the Board and its subgroups;
- (b) the production of examination papers;
- (c) marking and moderation processes and other quality assurance scrutiny, in liaison with the School Director of Teaching and Learning where necessary;
- (d) the chairing of the meetings of the Board;
- (e) ensuring that any decisions on progression, classification or the award of academic qualifications are not influenced beyond the recorded marks by a student having plagiarised and/or colluded or otherwise been disciplined;
- (f) making and recording all arrangements with external examiners, including the size and nature of the sample for moderation in accordance with University guidelines, arrangements for consultation at Reassessment Boards where required and ensuring that the views of external examiners are given due weight in any decisions made by the Board of Examiners which are not determined by formal vote;
- (g) considering any recommendations of the Extenuating Circumstances Panel in accordance with Regulation 11;
- (h) the recording of decisions made by the Board of Examiners and ensuring that all members of the Board of Examiners or appointed subgroup thereof have signed the appropriate results and pass lists;
- (i) ensuring that the Board of Examiners awards prizes in accordance with the rules approved by the Learning and Teaching Committee and available at: <http://www.uea.ac.uk/prizesandscholarships> and reports the awards to the School Board;
- (j) ensuring compliance with the relevant Regulations;
- (k) undertaking such other tasks as the Senate shall require.

### **8.3 The External Examiner**

8.3.1 The role of the external examiner is to ensure that:

- i) internal marking is consistent, fairly applied and of an appropriate standard;
- ii) assessment has enabled learning outcomes to be achieved and demonstrated;
- iii) academic standards are appropriate for the level of the award;
- iv) recommendations for awards and for classification of awards are consistent, fair, fairly applied and of an appropriate standard.

8.3.2 The external examiner shall undertake duties as described in the Senate's Code of Practice for the External Examiner System for Awards (Taught Programmes):

<https://portal.uea.ac.uk/ongoing-management-and-due-diligence-processes/external-examining/external-examiner-code-of-practice>

including consultation with the Chair of the Board of Examiners with regards to all arrangements, e.g. size and nature of the sample for moderation.

8.3.3 The external examiner shall attend the Final Assessment Board(s) and, where appropriate, participate in the Final Reassessment Board(s) where recommendations for awards are made and sign the appropriate pass lists

- 8.3.4 The external examiner shall monitor module marks and confirm whether marking standards are acceptable. The external examiner should review the marks awarded and report to the Board of Examiners as follows:
- i) where the marking standards are judged to be acceptable, that no further action is required;
  - ii) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board before module marks have been confirmed, request that the Board shall review and amend as appropriate the marks of all the students who have taken the module or item in question. If the overall marking standards are acceptable but an individual mark appears to be inappropriate, the mark shall stand but it will be drawn to the attention of the Final Assessment Board;
  - iii) where the marking standards are judged to be unacceptable, and the external examiner has drawn this to the attention of the Board after module marks have been confirmed, request that the Board shall not amend confirmed marks but shall take appropriate action to ensure that the classification of students is not compromised. This will normally involve considering the position of all borderline candidates who have taken the module or item in question and might also involve a review of further samples of work to ascertain an appropriate allowance to be made in the consideration of such borderline students.

#### **8.4 Voting**

The Board of Examiners may determine its decisions by formal vote. Where a vote is taken the decision shall go with the overall majority. The Chair shall have the casting vote.

#### **8.5 Meetings of the Boards of Examiners**

The individual meetings of the Boards of Examiners shall be scheduled at the beginning of the academic year by the Learning and Teaching Service in consultation with the Chairs of the Board of Examiners.

The dates the Board meetings are held vary depending on the course; and are influenced by the course's start and end date, its structure (taught modules plus dissertation/research project modules, or all taught modules) and its duration (up to 2 years full-time and 5 years part-time).

Dates are published on the University Portal at:

<https://portal.uea.ac.uk/learning-and-teaching/students/studying/extenuating-circumstances>

#### **8.6 Provision of Assessment Information**

8.6.1 Boards of Examiners shall receive the following:

- (i) Module marks and any contributing component marks achieved by each student taking the module;
- (ii) The aggregate mark for the taught component of the course for each student, in so far as completed, expressed as a percentage and taking weightings into account;
- (iii) Where relevant, the confirmed marks from previous Board(s).

8.6.2 Results will be presented as follows:

- (i) Marks shall be displayed to two decimal places for all marks, including module and component marks, taught component and final award marks;

- (ii) Where appropriate, modules and individual components assessed without the award of a mark shall be presented as Pass/Fail.

## **9 STUDENT PROGRESS MEETING**

- 9.1 Schools may opt to hold a Student Progress Meeting after the first semester (or equivalent) block of teaching. The appropriate Board of Examiners or subgroup of Examiners shall review each student's academic progress to date and refer students whose performance is unsatisfactory to the Head of their School, or nominee, for appropriate academic guidance and advice.
- 9.2 The Board shall review each student's attendance record and marks achieved to date for courses which fall under its jurisdiction and take action as follows:
- (a) For all students who have taken only modules in which all the assessed work falls within the semester (or equivalent) refer to the Head of the student's School of Study, Adviser or other delegated member of academic staff any student whose aggregate mark, expressed as a percentage and taking weighting into account is below 50%, for appropriate academic guidance and advice such as consideration under General Regulation 13, Attendance, Engagement and Progress;
  - (b) For any student who warrants special attention in respect of their academic performance and/or attendance record: refer to the Head of School, Adviser or other delegated member of academic staff for appropriate action such as a recommendation to change degree programme or some other action detailed by the Board.

## **10 MODULE ASSESSMENT BOARD**

- 10.1 All marks are provisional until these have been confirmed by the Board of Examiners or appropriate subgroup at a Module Assessment Board.
- 10.2 The Board of Examiners or appropriate subgroup shall receive the marks presented for each module, and contributing components, which is being assessed and for which it is responsible.
- 10.3 It is the role of the Board of Examiners or appropriate subgroup to confirm that internal and external moderation has been completed and that the marking standards for the module are appropriate.
- 10.4 Where a module is taken over two semesters, the performance of students may be reviewed at the end of the first semester (in accordance with Regulation 9.4) and marks confirmed by the Module Assessment Board at the end of the second semester.

### **10.5 Adjustment of Marks**

- 10.5.1 In exceptional circumstances, the Board of Examiners may determine that marks obtained in a component of the module should be amended by scaling. Scaling may only be undertaken with the approval of the Learning and Teaching Committee of Senate, which must be given for each assessment item for which the Board of Examiners believes that scaling is necessary. A recommendation that scaling should occur must be informed by factors other than the standard deviation and average marks for the module relative to other modules and should seek to address factors not previously addressed

by internal and external moderation. Only upward scaling will be approved and the method for scaling shall be piecewise linear scaling. Any such adjustment must be made for all students who have taken the assessment in question.

10.5.2 In some circumstances it may be appropriate for the assessment item to be remarked.

10.5.3 Marks may not be adjusted for individual students. Special factors relating to an individual student's marks and performance may only be taken into account at the relevant Intermediate or Final Assessment Board meeting.

10.6 After completing the above process, the Board shall confirm all marks.

10.7 Where modules are assessed without the award of a mark the Board of Examiners shall resolve whether the student has achieved a Pass.

10.8 Marks thus confirmed by the Board of Examiners shall not normally be subject to further amendment except in the following instances:

(a) to correct an error in recording or transcription;

(b) as a result of an Academic Appeal by a student; in such cases the final mark shall be determined by the Board of Examiners after completion of the Academic Appeal process, if necessary at a later date;

(c) as a result of the outcome of a disciplinary hearing.

## **11 EXTENUATING CIRCUMSTANCES**

11.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University's Extenuating Circumstances Regulations:

<https://portal.uea.ac.uk/learning-and-teaching/docs/assessment>

11.2 The Board of Examiners shall formally approve the compensation or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

11.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, students may ask that the disclosure of the information be limited.



## 12 DELAYED ASSESSMENT

12.1 A student may be granted a Delayed Assessment (including a Delayed Reassessment or Further Reassessment) in accordance with the University's Extenuating Circumstances Regulations:

<https://portal.uea.ac.uk/learning-and-teaching/docs/assessment>

12.2 Students for whom a Delayed Assessment has been approved shall normally be required to take the Delayed Assessment at the earliest possible opportunity.

## 13 INTERMEDIATE ASSESSMENT BOARD

13.1 There will be an Intermediate Assessment Board of Examiners to consider students' confirmed module marks and overall performance to date when:

- (a) full-time students have attempted all taught modules as defined in the programme specification;
- (b) full-time students on courses that extend over more than one academic year (or its equivalent) have attempted a specified set of taught modules;
- (c) part-time or credit-only students have attempted specified taught module(s) in an academic year (or its equivalent).

13.2 At this meeting the Board of Examiners shall:

- (a) receive and consider
  - i. the confirmed marks awarded by Module Assessment Boards;
  - ii. an aggregate mark for the taught component of the course for each student, or the part of the taught component so far completed, expressed as a percentage and taking weightings into account. Marks shall contribute to the aggregate in direct proportion to the number of credits associated with the module(s) in question. Where a course includes both numerically marked and pass/fail modules, the aggregate shall be calculated using only numerically marked modules;
- (b) note that marks used for the purpose of compiling an aggregate mark may not include any mark(s) derived from Accreditation of Prior Learning (APL) unless a concession has been granted by the Learning and Teaching Committee of Senate;
- (c) confirm whether students have satisfactorily completed the taught modules attempted by the time of the Board meeting or should be referred to reassessment in failed modules;
- (d) confirm whether students have satisfactorily completed the taught component of the course where they have completed **all** taught modules or should be considered for compensation and/or referred to reassessment in failed modules;
- (e) receive any recommendations made by the Extenuating Circumstances Panel.

13.3 In all cases, the Board may refer to the to the Head of School, Adviser or other delegated member of academic staff, any student whose aggregate mark for the taught component is below 50%, for appropriate academic guidance and advice, such as consideration under General Regulation 13, Attendance, Engagement and Progress.

**13.4 Satisfactory completion of the taught component**

The Board of Examiners shall confirm that a student has satisfactorily completed the taught component of the course when the student has achieved the following:

(a) **For courses assessed with numerical marks:**

- i. Achieved the pass mark in all taught modules;  
**or**
- ii. an overall aggregate of 50%; **and**
- iii. at least the pass mark in all taught modules, except for up to 40 credits (Masters or Postgraduate Diploma) or 20 credits (Postgraduate Certificate) of taught modules, which shall be designated compensation; in accordance with Regulation 13.5.2; **and**
- iv. at least the pass mark in all modules designated core for the course and where applicable a pass in any component assessment of placement learning;

(b) **For courses assessed on a pass/fail basis:**

- i. A pass in all taught modules;
- ii. where applicable, a pass in any component assessment of placement learning;
- iii. where a course is comprised entirely of modules marked on a pass/fail basis the Board does not have the discretion to permit compensation.

**13.5 Failure to complete the taught component satisfactorily**

13.5.1 If a student has completed all the taught components of the course but has not done so satisfactorily, the Board of Examiners shall offer the option of reassessment in failed modules. In such circumstances, the student may:

- (a) either undertake reassessment in the failed modules;

**Note:** Where a student has failed a placement component and it is indicated that the student is unlikely to reach the appropriate standard of professional practice within the reassessment period (i.e. where there is evidence of continued and persistent failure to demonstrate professional competence within the placements(s)) the student will not be offered reassessment;

**or**

- (b) receive compensation at the discretion of the Board in accordance with Regulation 13.5.2, **or**
- (c) withdraw from the course and receive an award where appropriate in accordance with Regulation 13.5.4.

### 13.5.2 Discretion to permit compensation

On the basis of the evidence available, the Board of Examiners shall consider whether the exercise of discretion, as distinct from a reassessment opportunity, is in the best interests of the student in terms of the outcome of the course.

- (a) The Board shall receive recommendations made by the Extenuating Circumstances Panel and any information submitted to it by the Module Assessment Board(s).
- (b) **Compensation is permitted in up to 40 credits (Masters and Postgraduate Diploma) or 20 credits (Postgraduate Certificate) of taught modules in total.**
- (c) The Board does not have discretion to permit compensation where:
  - i. all of the modules for a course are marked on a pass/fail basis;
  - ii. the modules are core to the course and must be passed for the student to obtain their award;
  - iii. the modules include an element or elements which students must pass in order to satisfactorily complete the module.

13.5.3 Where an Intermediate Assessment Board is considering the marks of a student who has not yet attempted all the modules comprising the taught component (for example, a part-time student or a full-time student whose course extends over more than twelve months), the Board shall:

- (a) Either offer the option of reassessment in the failed module(s) and/or required elements within a module where the mark for that element is below the pass mark; **or**
- (b) Defer a decision on reassessment, where it is in the best interests of the student, until all marks for the taught component are available for any student who has obtained an aggregate of at least 50% for the modules so far attempted and has failed (a) module(s) by a narrow margin.

13.5.4 Where the Board has offered the option of reassessment in failed module(s), the student may either:

- (a) undertake reassessment as required by the Board of Examiners; **or**
- (b) request a transfer to a Postgraduate Diploma or Postgraduate Certificate course for which the requirements may still be met, subject to the agreement of the appropriate Course Director; **or**
- (c) withdraw from the course and receive an award where appropriate as in the table in below:

PGCert numerically marked  60 credits <u>Level 7</u>	An aggregate over 60 credits of FHEQ level 7 taught modules of at least 50%	<u>AND</u> pass mark or above in 40 credits of FHEQ level 7 taught modules	<u>AND</u> at least the pass mark in designated CORE modules for the PGCert	<u>AND</u> at the Board's discretion permit compensation of up to 20 credits.	<u>AND</u> at least 30 credits towards the PGCert must have been completed at UEA
PGCert  Pass/fail basis  60 credits <u>Level 7</u>	n/a	Pass in 60 credits of FHEQ level 7 taught modules	n/a	n/a	<u>AND</u> at least 30 credits towards the PGCert must have been completed at UEA
PGCert in Educational Theory  Pass/fail basis  90 credits <u>Level 7</u>	n/a	Pass in 90 credits	n/a	n/a	This is an alternative award for students who successfully complete 90 credits, but who do not meet the requirements for Qualified Teacher Status; it does not confer professional status.
PGDip 120 credits <u>Level 7</u>	Aggregate over 120 level 7 credits of at least 50%	<u>AND</u> pass mark or above in 80 credits of FHEQ level 7 taught modules	<u>AND</u> at least the pass mark in CORE modules	<u>AND</u> at the Board's discretion permit compensation of up to 40 credits.	<u>AND</u> at least 60 credits towards the PGDip must have been completed at UEA

## 14 REASSESSMENT OF TAUGHT COMPONENT

- 14.1 Students, if not eligible for compensation or for whom compensation is not considered to be in their best interests, will be referred to reassessment in all failed components of the failed module in the form of the original assessment. Any exceptions to this may be made only with the approval of the Learning and Teaching Committee of Senate.
- 14.2 Where students are registered on courses that lead to professional registration reassessment may be offered in any component of a module where the mark in that element is below the pass mark acceptable to the professional/statutory/regulatory body.
- 14.3 Students are required to pay the appropriate reassessment fee by the deadline published by the University:

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/fees-and-charges](http://www.uea.ac.uk/calendar/section3/regs(gen)/fees-and-charges)

14.4 Reassessment will normally be offered on one occasion only.

14.5 Reassessment for each module shall be completed:

- (a) if by examination or course test, at the next scheduled sitting of examinations or course test in that module, or during the designated reassessment periods as specified by the University;
- (b) if by coursework or project, the deadline for submission of the reassessment shall be agreed by the Board of Examiners and shall be no later than three months from the date of the relevant Assessment Board;
- (c) if by assessment of practice, in accordance with arrangements agreed by the Board of Examiners (which may require the Board of Examiners to seek a concession from the Learning and Teaching Committee to extend the period of registration or to intercalate the student).

(Note: Reassessment of the Dissertation is covered in Regulation 17.3)

14.6 Module marks following reassessment are calculated as follows:

- (a) All marks achieved at reassessment are stored on the Student Record System;
- (b) for 'Pass on Aggregate' mark schemes, the highest mark achieved for each component, whether achieved at first attempt or reassessment, is used, weighted appropriately, to calculate the overall module mark. Where the overall module mark is at or above the pass mark, following reassessment, the mark will be capped to the pass mark. This capped mark will be the mark used for completion of the taught component and classification purposes;
- (c) for 'Pass all Components' mark scheme modules, component marks at or above the pass mark achieved at reassessment will be capped at the pass mark.

## **15 MODULE REASSESSMENT BOARD**

A Module Reassessment meeting shall be carried out prior to the Intermediate Reassessment meeting, in accordance with Regulation 10 governing the conduct of Module Assessment Boards.

## **16 INTERMEDIATE REASSESSMENT BOARD**

16.1 There shall be an Intermediate Reassessment Board at which the appropriate Board of Examiners or a subgroup of that Board shall:

- (a) Consider the confirmed module marks achieved for each student following their reassessment of modules forming part of the taught component;
- (b) consider whether students who have attempted all taught modules as defined in the programme specification have now

satisfactorily completed the taught component of the course as set out in Regulation 13;

- (c) act an Intermediate Assessment Board or Final Assessment Board for students who have undertaken a delayed assessment and/or who have had an approved extension for the submission of work;
- (d) consider, where the programme specification requires a student to pass all modules, whether a student has satisfactorily completed reassessment and should continue to the next component of the course, or be required to withdraw.

16.2 Confirmed marks will be presented as follows:

- (a) the original mark achieved in each module or component that was reassessed;
- (b) the actual mark achieved at Reassessment;
- (c) the overall module mark calculated following Reassessment; the capped mark will be recorded against the module (for 'Pass on Aggregate' modules) or component (for 'Pass all components' modules) for use in consideration of satisfactory completion of the taught component and classification (pass/merit/distinction) purposes.

### **16.3 Consideration of extenuating circumstances at the Reassessment Board**

16.3.1 The Board of Examiners shall receive recommendations from the Extenuating Circumstances Panel in accordance with Regulation 11 and information from the Module Assessment Board and Intermediate Assessment Board as appropriate.

16.3.2 Where a student has been granted a delayed assessment, in accordance with the Extenuating Circumstances Regulations, the Board of Examiners shall:

- (a) require the student to intercalate and return to undergo the delayed assessment at the next available opportunity;
- (b) for all other students with extenuating circumstances the Board of Examiners shall formally approve the recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the student's best interest.

### **16.4 Satisfactory Completion of the Taught Component following Reassessment**

16.4.1 The Board of Examiners shall use the actual mark(s) obtained from the reassessment(s) where the mark is a pass mark, or the higher of the marks obtained for the module where the student has not achieved the pass mark, for the purposes of determining whether the student has satisfactorily completed the taught component, with reference to Regulation 13.4.

16.4.2 Where an Intermediate Reassessment Board is reviewing the mark(s) of a student who has not yet attempted all the modules comprising the taught component (for example, part-time students and full-time students on courses

lasting two years), or a credit-only student, the Board of Examiners shall confirm that a student has satisfactorily completed the module(s) so far undertaken where the student has obtained a pass mark at reassessment.

### **16.5 Discretion to permit compensation following reassessment**

16.5.1 The Board shall consider the record of each reassessed student and take into account recommendations received from the Extenuating Circumstances Panel. For students who have attempted all modules comprising the taught component and have not completed the taught component satisfactorily after the Reassessment, the Board shall determine whether to permit compensation at its discretion in accordance with Regulation 13.5.2

16.5.2 The Board of Examiners may only permit compensation in up to 40 credits (20 credits for the Postgraduate Certificate) of taught modules across assessment and reassessment combined.

16.5.3 **Discretion to permit compensation may only be exercised where a student has completed all the modules comprising the taught component of the course as set out in the programme specification.**

### **16.6 Failure to complete the Taught Component Satisfactorily**

16.6.1 Where a student has neither completed the taught component satisfactorily nor been permitted compensation through the discretion of the Board of Examiners, the Board shall:

(a) recommend the award of the Postgraduate Certificate in accordance with Regulation 13.5.4 where the student would pass insufficient modules from the taught component and (where applicable) the dissertation component to qualify for the award of a Postgraduate Diploma

**OR**

(b) require the student to transfer to a Postgraduate Diploma where the student could pass sufficient modules from the taught and (where applicable) dissertation components to qualify for the award

**OR**

(c) where neither of the above is available, require the student to withdraw from the University.

16.6.2 Where the Intermediate Reassessment Board is considering the mark(s) of a student who has not yet attempted all modules comprising the taught component and who has not achieved the pass mark in (a) module(s) following reassessment, the Intermediate Reassessment Board shall:

(a) Require the student to transfer to the Postgraduate Diploma, where the student could pass sufficient modules from the taught and (where applicable) dissertation components to qualify for the award; **or**

(b) Require the student to transfer to the Postgraduate Certificate where the student could not pass sufficient modules from the taught and (where applicable) dissertation components to qualify for a Postgraduate Diploma, but could pass sufficient modules

- from the taught component to qualify for a Postgraduate Certificate; **or**
- (c) In the case of courses leading to professional registration and which comprise core modules, either require the student to transfer to a Postgraduate Certificate or Postgraduate Diploma course where one exists, or require the student to withdraw from the University and recommend an award where appropriate.

## **17 FINAL ASSESSMENT BOARD**

17.1 There shall be a Final Assessment Board at which the Board of Examiners, including the External Examiner(s), shall consider the results of all students at the end of their period of study.

17.2.1 The Board of Examiners shall receive the results of all Assessments, and any Reassessment of the taught component modules, which count towards the award and shall:

- (a) consider the confirmed marks awarded by the Module Assessment Board for the dissertation module (where applicable) and determine whether students have satisfactorily completed the dissertation module in accordance with Regulation 17.3;
- (b) receive any recommendations made by the Extenuating Circumstances Panel;
- (c) recommend to Senate the conferment of awards to all students who have met the requirements of their course as specified in the Programme Specification and as laid out in these Regulations;
- (d) in respect of Masters Degree students who have met the requirements of their course as well as any other requirements specified in the programme specification, recommend that students have, in accordance with Regulation 17.4:
  - (i) **passed with Distinction; or**
  - (ii) **passed with Merit; or**
  - (iii) **passed.**

### **17.3 The Dissertation Module**

17.3.1 The Board of Examiners shall confirm that a student has satisfactorily completed the dissertation module (where applicable) where the student has achieved at least the pass mark (50%) in the module as a whole.

17.3.2 In the event that a student has not completed the dissertation module satisfactorily, but has achieved a mark of at least 40% in the dissertation module, the Board of Examiners shall offer the option of reassessment in the dissertation module. In such circumstances, the student may:

- (a) Either undertake reassessment, where the deadline for resubmission shall be no later than three months from the date of the relevant Assessment Board; **or**



- (b) Withdraw from the course and receive a compensatory award where appropriate.

17.3.3 In the event that a student has not completed the dissertation module satisfactorily and has not achieved a mark of at least 40%, the Board of Examiners may exercise discretion to offer the option of reassessment in the dissertation module or shall require the student to withdraw from the course and receive an award where appropriate.

## 17.4 Consideration of the Award

17.4.1 Recommendation of awards shall be made as follows:

Masters in Fine Arts 360 credits Level 7	Overall aggregate of at least 50% for whole course	AND the pass mark in the <i>Creative Writing: Completion</i> module	AND at least the pass mark in CORE modules	AND, at the discretion of the Board of Examiners, permit compensation in up to 40 credits	AND at least 180 credits, including the <i>Creative Writing: Completion</i> module, must have been completed at UEA
Masters 180 credits <u>Level 7</u>	Overall aggregate of at least 50% for whole course	AND the pass mark in dissertation (where taken)	AND at least the pass mark in CORE modules	AND, at the discretion of the Board of Examiners, permit compensation in up to 40 credits.	AND at least 90 credits, including any dissertation, must have been completed at UEA  AND, where relevant, the student must also meet the requirements of the relevant professional, statutory or regulatory body(ies)
MSc in Physician Associate Studies 180 credits <u>Level 7</u>	Must achieve a pass in 180 level 7 credits		Must achieve a pass in all modules		All credits must have been completed at UEA

PGDip in Physician Associate Studies 150 credits <u>Level 7</u>	Must achieve a pass in 150 level 7 credits		Must achieve a pass in all modules		All credits must have been completed at UEA
PGDip 120 credits <u>Level 7</u>	Aggregate over 120 level 7 credits of at least 50%		<u>AND</u> at least the pass mark in CORE modules	<u>AND</u> , at the discretion of the Board of Examiners, permit compensation in up to 40 credits	<u>AND</u> at least 60 credits (including any dissertation) towards the PGDip must have been completed at UEA  <u>AND</u> , where relevant, the student must also meet the requirements of the relevant professional, statutory or regulatory body(ies)
PGCert in Education (PGCE) 90 credits <u>Level 7</u>	Must achieve a pass in 90 level 7 credits		Must achieve a pass in all modules		<u>Must demonstrate achievement of the Qualified Teacher Standards (QTS)</u>
PGCert 60 credits <u>Level 7</u> (not PGCE)	Aggregate over 60 level 7 credits of at least 50% (not including any marks or credit from a dissertation or project)		<u>AND</u> at least the pass mark in CORE modules	<u>AND</u> , at the discretion of the Board of Examiners, permit compensation in up to 20 credits	<u>AND</u> at least 30 credits towards the PGCert must have been completed at UEA <u>AND</u> , where relevant, the student must also meet the requirements of the relevant professional, statutory or regulatory body(ies)

17.4.2 Recommendation for Masters Awards and Masters of Fine Arts (MFA) with merit and with distinction, noting the convention for rounding up as stipulated in Regulation 7.5, shall be made as follows:

DISTINCTION	<p>For Masters Awards: Overall aggregate over 180 credits of at least 70% for the whole course</p> <p>For MFA Award: Overall aggregate over 360 credits of at least 70% for the whole course</p>
MERIT	<p>For Masters Awards: Overall aggregate over 180 credits of between 60% – 69% for the whole course</p> <p>For MFA Award: Overall aggregate over 360 credits of between 60%-69% for the whole course</p>

17.4.3 Consideration of students for Masters Awards within 2% of merit and distinction categories shall be as follows:

Overall aggregate over 180 credits (Masters) or 360 credits (MFA) within 2% of the borderline of the higher	PLUS	Credits	Outcome
68% - 69%		At least 50% of credits at 70% or above	Distinction
58% - 59%		At least 50% of credits at 60% or above	Merit

#### 17.4.4 Award of an Aegrotat Degree

The Board of Examiners may recommend the award of an Aegrotat degree in cases where the Examiners are satisfied by appropriate evidence that a student would have obtained a degree but was unable to complete final assessment under the following circumstances and conditions. The Board must:

- a) be satisfied that the work done by the student shows beyond reasonable doubt that the student would have passed the assessment;  
**and**
- b) be informed of the circumstances which must be such that:
  - i. the student is not in a position to complete the final assessment within a reasonable period of time; **and**
  - ii. the Examiners could not recommend the degree based on the range of marks available.

## **18 FINAL REASSESSMENT**

- 18.1 There shall be a Final Reassessment Board at which the appropriate Board of Examiners shall review the marks achieved at reassessment in the dissertation and (where appropriate) in the taught component. At least one External Examiner shall be part of the consideration of awards. The Board shall:
- (a) determine whether students have satisfactorily completed the course as a whole following the reassessment (including any placement requirements for the course);
  - (b) recommend to Senate the conferment of awards to students who have met the requirements of their course as specified in the programme specification and as laid out in these Regulations;
  - (c) perform all the duties of a Final Assessment Board in respect of students who have undertaken a delayed assessment;
  - (d) receive any recommendations made by the Extenuating Circumstances Panel;
  - (e) where applicable, recommend a compensatory award, in accordance with Regulation 13.5.4.
- 18.2 The Final Reassessment Board may also act as the Intermediate and/or the Final Assessment Board for students with a delayed assessment or approved extensions to the submission deadline for coursework, projects and/or the dissertation.

### **18.3 Consideration of extenuating circumstances at the Final Reassessment Board**

The Board of Examiners shall receive recommendations from the Extenuating Circumstances Panel in accordance with Regulations 11 and 16.3.

## **19 DISCLOSURE OF RESULTS**

- 19.1 The deliberations of Boards of Examiners are confidential except where a student requests information about their own award via an Academic Appeal or Academic Complaint (see Regulation 19.4 below);
- 19.2 Examiners are required to make academic decisions about students' performance, and marks are a guide to examiners in making those decisions. However, other factors may be taken into account in accordance with these Regulations and students should be aware that a particular number or pattern of marks does not necessarily lead to a given result;
- 19.3 Students will be formally advised of the outcome of the consideration of their academic performance by a Board of Examiners in accordance with procedures approved by the Registrar and Secretary;
- 19.4 As part of an informal or formal Academic Appeal or Complaint the Head of School, Chair of Examiners or Secretary to the Board of Examiners, may advise an individual student of the discussions of the Board of Examiners as

they relate solely to the individual student's academic performance. In this context, minutes of the relevant Board of Examiners with appropriate redactions can be released by the School to the student who has submitted an Academic Appeal or Academic Complaint without recourse to the Data Protection Act.

# Regulations for the Degrees of Masters by Research

## 1 SCOPE OF THESE REGULATIONS

1.1 These regulations govern the awards of degrees of Master of Arts by Research, Master of Laws by Research, and Master of Science by Research.

1.2 A candidate may register for a Masters by Research degree in one of the following Schools of Studies:

### Master of Arts by Research

- (1) Art, Media and American Studies
- (2) Education and Lifelong Learning
- (3) Politics, Philosophy, Language and Communication Studies
- (4) Literature, Drama and Creative Writing
- (5) Social Work
- (6) Psychology

### Master of Science by Research

- (1) Health Sciences
- (2) Biological Sciences
- (3) Chemistry
- (4) Pharmacy
- (4) Computing Sciences
- (5) Environmental Sciences
- (6) Mathematics
- (6) Norwich Medical School

### Master of Laws by Research

- (1) Law

1.3 In these Regulations, unless explicitly stated otherwise, Head of School may be taken to refer also to the Chair of NBI Graduate School Executive for candidates based in the Norwich Bioscience Institutes. The Head of School's nominee shall normally be the School Director of Postgraduate Research, and there may also be a nominated Institute Director of Postgraduate Research for candidates based in the John Innes Centre, Quadram Institute Bioscience, The Sainsbury Laboratory or the Earlham Institute.

## **2 GENERAL PRECONDITIONS TO AN AWARD**

2.1 A candidate for a Masters by Research degree must:

- (1) Be a graduate of this University or another approved university or possess some other qualifications approved by this University.
- (2) Submit evidence of adequate training and ability to undertake the proposed course of advanced study and research.
- (3) Be approved by the appropriate Head of School (or nominee) as a candidate for the degree.
- (4) Study in accordance with these Regulations.
- (5) Must, after consultation with a teacher in the University, submit to the appropriate Head of School (or nominee) details of the proposed field of advanced study and research.

2.2 Before being admitted to the Masters by Research degree a candidate must:

- (1) Undertake research in a field of study approved by the Head of School (or nominee) concerned.
- (2) Engage in advanced study under the direction of teachers in the University appointed by the appropriate Head of School (or nominee) as the candidate's supervisory team.
- (3) Satisfactorily present the results of such research and study in a thesis and pass such oral and other examinations as may be prescribed by these Regulations.

## **3 DURATION OF COURSE**

3.1 The programme of advanced study and research for full-time candidates shall subject to the following exceptions be twelve months:

(1) A candidate may with permission of the Head of School (or nominee) concerned spend no more than three months of the period of study at some other approved place of study or research. When the nature of the research requires that the work should be undertaken elsewhere than in the University the Head of School (or nominee) may appoint an additional supervisor.

(2) Permission to extend the normal period of study by up to three months may be granted by the Head of School (or nominee) on the recommendation of the candidate's supervisor. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study.

(3) The Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed six months. In such a case the Head of School (or nominee)

may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

- 3.2 The period of study for part-time candidates shall normally be two years but this period may be reduced by not more than six months if the Head of School (or nominee) concerned is satisfied that an equivalent period has been spent under approved supervision on research relevant to the candidate's subject. In such a case, the Head of School (or nominee) may also reduce the period within which the thesis is to be submitted, by not more than the reduction in the period of study. The exceptions listed in 3.1 also apply.

#### **4 PROGRESS AND PROBATION**

- 4.1 There shall be an annual review of the progress of each candidate in each year of the candidate's period of study and/or registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School or nominee. For students registering from 1 October 2015 onwards, during their first year of registration, the status of Masters by Research students as Master's candidates is probationary and the annual review meeting normally held in month 8 for full-time candidates (or month 20 for part-time candidates), includes a Probationary Review Meeting to review their status.
- 4.2 The Probationary Review Meeting requires the involvement of an Internal Assessor who is not a member of the candidate's supervisory team. As part of the Probationary Review Meeting, the Internal Assessor should agree a joint recommendation with the supervisory team on the candidate's probationary status.
- 4.3 If there is evidence at a Probationary Review Meeting that the candidate is not making satisfactory progress, or the Internal Assessor and the supervisory team do not agree in their recommendations, the candidate will be warned promptly in a formal letter from the Head of School (or nominee) that they may be asked to withdraw from the University. The letter will include an agreed clear list of measurable goals to be achieved and the timescale for achieving these. The candidate will also be required to attend a Second Probationary Review Meeting at which the Internal Assessor and supervisory team should reconsider the candidate's progress and agree a joint recommendation as to whether the candidate should be confirmed as a Master's by Research candidate. Where there is evidence that a candidate is not making satisfactory progress at a Second Probationary Review Meeting will normally be required to withdraw from the programme.
- 4.4 If the Internal Assessor and the supervisory team do not agree in their recommendations following the Second Probationary Review Meeting and consensus cannot be established by the Head of School (or nominee), the Head of School (or nominee) shall consider the evidence



provided through the probationary review process and form a view as to whether there is sufficient evidence on which to base a decision regarding the candidate's probationary status.

Where there is insufficient evidence, or if for any other reason the Head of School (or nominee) needs a further opinion, they shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional Internal Assessor who shall review the available evidence, meeting with the candidate where necessary, in order to make a recommendation to the Head of School (or nominee).

The Head of School (or nominee) shall act at all times in accordance with Research Degree Policy Document 12 'Guidelines for Probationary Review'.

- 4.5 The supervisory team shall also report to the Head of School or nominee at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

## **5 SUBMISSION OF THE THESIS**

- 5.1 In the thesis and examination the candidate is required to show evidence of ability to conduct original investigations, to test ideas whether the candidate's own or those of others and to obtain appropriate conclusions from the research. The thesis should be presented in a clear and systematic manner and should not exceed 40,000 words in length.

- 5.2 A candidate who wishes to submit a thesis must apply to the Head of Postgraduate Research Service (or nominee). A thesis may be presented for examination no earlier than three months before the end of the candidate's prescribed period of study provided that:

- (1) Not more than two years (three years for part-time candidates) shall have elapsed from the date of approval as a candidate for the degree;
- (2) For candidates registered in the Schools of Chemistry and of Pharmacy not more than two years for full-time candidates (two years for industry-based candidates and three years for other part-time candidates) shall have elapsed from the date of approval as a candidate for the degree;

- 5.3 The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School (or nominee) concerned.

- 5.4 A candidate for the degree must, not later than three months before the

submission of the thesis and in any case no later than three months before the end of the candidate's period of advanced study and research, submit for approval to the Head of School (or nominee) concerned the precise title of the thesis to be examined.

## **6 APPOINTMENT OF EXAMINERS**

- 6.1 The Head of School (or nominee) concerned shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

## **7 EXAMINATION**

- 7.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes. In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners and on the recommendation of the Head of School (or nominee), waive the requirement for the oral examination or agree to its replacement by an alternative form of assessment.
- 7.2 The examiners having examined the candidate shall send their reports and recommendations to the Head of School concerned or their nominee. If the examiners do not agree upon their recommendations or if for any other reason the Head of School (or nominee) needs a further opinion, they shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.
- 7.3 The Head of School (or nominee) having considered the reports and recommendations of all the examiners shall then proceed in one of the following ways:
- (1) If the thesis and performance in the oral examination are of sufficient merit they shall recommend that the candidate be approved for the award of the degree of Masters by Research;
  - (2) If the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Masters by Research, subject to completion of minor corrections within three months;

- (3) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Masters by Research they shall recommend:

*either* (a) that the candidate be permitted to submit a revised thesis. Such a candidate shall submit a revised thesis within one year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;

*or* (b) that no degree shall be awarded.

- 7.4 In all cases the recommendations of the Head of School (or nominee) concerned shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

## **8 FINAL SUBMISSION OF THESIS**

- 8.1 A candidate shall submit two copies of the thesis in accordance with rules approved by the Senate.

- 8.2 If a candidate is approved for the award of the degree the Head of the Postgraduate Research Service (or nominee) shall deposit one copy of the thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the appropriate School. The Head of School (or nominee) concerned, at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by Head of School (or nominee), be available only to those who have written permission to consult it.

## **9 INDUSTRY-BASED CANDIDATES IN THE SCHOOLS OF CHEMISTRY AND PHARMACY**

- 9.1 With the approval of the Head of School (or nominee) concerned, persons employed in industrial establishments may be permitted to proceed to the degree of Master of Science by Research by part-time study and research in accordance with Regulations 1 to 8 above, subject to the following modifications:

- (1) The period of study shall be eighteen months;
- (2) Candidates shall spend the first three months and the last three months in full-time study at the University;
- (3) Candidates shall spend the remainder of the period of study at the industrial location. During this period the candidate shall undertake part-time research under the supervision of a qualified scientist at the industrial location and shall consult his or her University supervisory team in Norwich every three months;
- (4) For each candidate the facilities for study and research at the industrial location shall be approved by the Head of School (or

nominee).

## **10 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES**

- 10.1 Candidates for the degree of Masters by Research will be designated as Category A (including faculty of Schools and such other candidates as Senate shall determine) or Category B. Candidates in Category B shall proceed to the degree of Masters by Research in accordance with Regulations 1 to 8 above. Category A candidates shall be permitted to proceed to the degree of Masters by Research in accordance with Regulations 1 to 8 subject to the following modifications.
- 10.2 In the case of Category A candidates, references to the Head of School (or nominee) in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category A candidate for the degree of Masters by Research shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.
- 10.3 In the case of Category A candidates, references to the Head of School in Regulation 4 (Progress and Probation) shall be interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.
- 10.4 In the case of Category A candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Appointment of Examiners) shall be interpreted as references to Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest.
- 10.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category A candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

# Regulations for the Degree of Master of Philosophy

## **1 SCOPE OF THESE REGULATIONS**

- 1.1 These regulations govern the awards of degrees of Master of Philosophy.
- 1.2 In these Regulations, unless explicitly stated otherwise, Head of School may be taken to refer also to the Chair of the NBI Graduate School Executive for candidates based in the Norwich Bioscience Institutes. The Head of School's nominee shall normally be the School Director of Postgraduate Research, and there may also be a nominated Institute Director of Postgraduate Research for candidates based in the John Innes Centre, Quadram Institute Bioscience, the Sainsbury Laboratory or the Earlham Institute.

## **2 GENERAL PRECONDITIONS TO AN AWARD**

- 2.1 A candidate for the degree must be a graduate of this University or another approved university or possess some other qualifications approved by the University.
- 2.2 A candidate must, after consultation with a teacher in the University, submit to the appropriate Head of School (or nominee):
  - (1) the proposed field of advanced study and research;
  - (2) evidence of adequate training and ability to undertake the advanced study and research;
  - (3) the name of the teacher in the University who has been consulted.
- 2.3 Before being admitted to the degree of Master of Philosophy of the University a candidate must:
  - (1) Be approved by the appropriate Head of School (or nominee) as a candidate for the degree;
  - (2) Engage in advanced study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
  - (3) Undertake research in a field of study approved by the Head of School (or nominee);
  - (4) Satisfactorily present the results of the research and study in a thesis and pass such oral and other examinations as may be prescribed by these Regulations.

### **3 DURATION OF COURSE**

3.1 The period of advanced study and research shall, subject to the following exceptions, be two years:

- (1) The candidate may, with the permission of the appropriate Head of School (or nominee), spend not more than six months of the period of study at some other approved place of study or research. When the nature of the research requires that the work should be undertaken elsewhere than in the University the Head of School (or nominee) may appoint an additional supervisor.
- (2) In cases where the Head of School (or nominee) deems it appropriate, a candidate's period of study may be reduced by not more than six months. In such a case, the Head of School (or nominee) may also reduce the period within which the thesis is to be submitted, by not more than the reduction in the period of study.
- (3) Permission to extend the normal period of study by up to six months may be granted by the Head of School (or nominee) on the recommendation of the candidate's supervisor. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study on the recommendation of the Head of School (or nominee) concerned.
- (4) the Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months. In such a case the Head of School (or nominee) may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

3.2 The period of study for part-time candidates shall normally be four years but this period may be reduced by not more than twelve months if the Head of School (or nominee) concerned is satisfied that an equivalent period has been spent under approved supervision on research relevant to the candidate's subject. In such a case, the Head of School (or nominee) may also reduce the period within which the thesis is to be submitted, by not more than the reduction in the period of study. The exceptions listed in 3.1 also apply.

### **4 PROGRESS AND PROBATION**

4.1 There shall be an annual review of the progress of each candidate in each year of the candidate's period of study and/or registration

undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School or nominee. For students registering from 1 October 2015 onwards, during their first year of registration, the status of MPhil students as Master's candidates is probationary and their first annual review meeting includes a Probationary Review Meeting to review their status..

- 4.2 The Probationary Review Meeting requires the involvement of an Internal Assessor who is not a member of the candidate's supervisory team. As part of the Probationary Review Meeting, the Internal Assessor should agree a joint recommendation with the supervisory team on the candidate's probationary status.
- 4.3 If there is evidence at a Probationary Review Meeting that the candidate is not making satisfactory progress, or the Internal Assessor and the supervisory team do not agree in their recommendations, they will be warned promptly in a formal letter from the Head of School (or nominee) that they may be asked to withdraw from the University. The letter will include an agreed clear list of measurable goals to be achieved and the timescale for achieving these. The candidate will also be required to attend a Second Probationary Review Meeting at which the Internal Assessor and supervisory team should reconsider the candidate's progress and agree a joint recommendation as to whether the candidate should be confirmed as an MPhil candidate. Where there is evidence that a candidate is not making satisfactory progress at the time of a Second Probationary Review Meeting they will normally be required to withdraw from the programme.
- 4.4 If the Internal Assessor and the supervisory team do not agree in their recommendations following the Second Probationary Review Meeting and consensus cannot be established by the Head of School (or nominee), the Head of School (or nominee) shall consider the evidence provided through the probationary review process and form a view as to whether there is sufficient evidence on which to base a decision regarding the candidate's probationary status.

Where there is insufficient evidence or if for any other reason the Head of School (or nominee) needs a further opinion they shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional Internal Assessor who shall review the available evidence, meeting with the candidate where necessary, in order to make a recommendation to the Head of School (or nominee).

The Head of School (or nominee) shall act at all times in accordance with Research Degree Policy Document 12 'Guidelines for Probationary Review'.

- 4.5 The supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making

satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

- 4.6 A candidate who initially registered for the MPhil degree before 1 October 2015 may, with the approval of the Head of School (or nominee), be permitted to withdraw as a candidate for the degree and be approved as a candidate for the degree of Doctor of Philosophy no later than six months prior to the end of the period of study for the degree of Master of Philosophy. Sufficient evidence of progress must be provided. The period of study already completed shall count towards the period of study for the degree of Doctor of Philosophy.

## **5 SUBMISSION OF THE THESIS**

- 5.1 In the thesis and examination, the candidate is required to show evidence of distinct ability to conduct original investigations, to test ideas whether the candidate's own or those of others and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application. The candidate is expected to take due account of previously published work on the subject, to show distinct ability in conducting original investigations and in testing ideas whether the candidate's own or those of others. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The thesis should represent a significant contribution to knowledge. It shall not exceed 65,000 words in length. In making their judgement on the award of the degree, Examiners shall take into account that the substance and significance of the thesis should be of a kind which might be reasonably expected of a capable and diligent student after two years of full-time (or equivalent) study.
- 5.2 In the case of the Creative and Critical Writing programme in the School of Literature, Drama and Creative Writing, a substantial part of the candidate's thesis shall be an original literary text of high standard written specifically for the degree. In the remaining part of the thesis, which shall normally be between 15,000 and 30,000 words in length, and in the examination, the candidate shall produce a critical text of high academic standard – either literary-critical or interdisciplinary in nature and written in dialogue with the creative work – and shall defend the thesis as a coherent whole in the oral examination. Further detail is available in the School guidance document on the Creative and Critical PhD programme.
- 5.3 In the case of the Literary Translation programme in the School of Literature, Drama and Creative Writing, part of a candidate's thesis may be a translation of high standard by the candidate, written specifically for the degree. In this case the remaining part of the thesis shall be a substantial critical essay. In the essay the candidate is required to demonstrate a critical understanding of the academic study



of translation, which is related to the submitted translation. The candidate must defend the thesis as a coherent whole in the oral examination. The proportion between the parts will normally be 60% for the translation and 40% for the commentary. Further detail is available in the School guidance document on the Literary Translation PhD programme.

- 5.4 A candidate who wishes to submit a thesis must apply to the Head of the Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last four months of the candidate's prescribed period of study provided that not more than three years for full-time candidates and five years for part-time candidates shall have elapsed from the date of approval as a candidate for the degree. The Faculty Associate Dean of Postgraduate Research may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of the School (or nominee) concerned.
- 5.5 A candidate for the degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of advanced study and research, submit for approval to the appropriate Head of School (or nominee) the precise title of the thesis to be examined.

## **6 APPOINTMENT OF EXAMINERS**

- 6.1 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research, the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

## **7 EXAMINATION**

- 7.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 7.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 7.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners, and on the recommendation of the Head of School (or nominee), waive the requirement for the oral examination or agree to

its replacement by an alternative form of assessment.

- 7.4 The examiners having examined the candidate shall send their joint final report and recommendations to the Head of School concerned (or nominee). If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) needs a further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes, the appointment of an additional external examiner who shall conduct a further examination of the candidate.
- 7.5 The Head of School (or nominee) having considered the final report and recommendation of all the examiners shall then proceed in one of the following ways:
- (1) If the thesis and performance in the oral examination are of sufficient merit they shall recommend that the candidate be approved for the award of the degree of Master of Philosophy;
  - (2) If the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Master of Philosophy, subject to completion of minor corrections within three months;
  - (3) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Master of Philosophy they shall recommend:  
*either* (a) that the candidate be permitted to submit a revised thesis. Such a candidate shall submit a revised thesis within one year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;  
  
*or* (b) that no degree be awarded.
- 7.6 In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

## **8 FINAL SUBMISSION OF THESIS**

- 8.1 A candidate shall submit two copies of the thesis in accordance with rules approved by the Senate.
- 8.2 If a candidate is approved for the award of the degree the Head of Postgraduate Research Service (or nominee) shall deposit one copy of the thesis in the University Library, where it shall be available for

consultation. The second copy shall be deposited with the School of Studies concerned. The Head of School (or nominee) at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have the candidate's written permission to consult it.

## **9 MODIFICATIONS FOR AFFILIATED INSTITUTES**

- 9.1 Persons working within one of the following Institutes may be permitted to register as full-time candidates or part-time candidates for the degree of Master of Philosophy:

The British Trust for Ornithology  
Broom's Barn Research Station  
Centre for Environment, Fisheries and Aquaculture Science  
The Arable Group, Morley Business Centre  
The National Institute of Agricultural Botany  
Norfolk and Norwich University Hospitals Department of Family Medicine  
Norfolk and Norwich University Hospitals Department of Medical Physics and Bioengineering  
Norfolk and Norwich University Hospitals Institute for Medical Education  
Norfolk and Norwich University Hospitals Microbiology Department  
The Sainsbury Institute for the Study of Japanese Arts and Cultures

- 9.2 Candidates registering under this regulation shall proceed to the degree in accordance with Regulations 1 to 8 subject to the modification that each candidate shall have a supervisory team consisting of at least one member of the academic staff who shall be the primary supervisor and one senior member of the staff of the Institute concerned.

## **10 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES**

- 10.1 Candidates for the degree of Master of Philosophy will be designated as Category A (including faculty of Schools and such other candidates as Senate shall determine) or Category B. Candidates in Category B shall proceed to the degree of Master of Philosophy in accordance with Regulations 1 to 8 above. Category A candidates shall be permitted to proceed to the degree of Master of Philosophy in accordance with Regulations 1 to 8 subject to the following modifications.

- 10.2 In the case of Category A candidates references to the Head of School (or nominee) in Regulations 2 (General Preconditions to an

Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category A candidate for the degree of Master of Philosophy shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.

- 10.3 In the case of Category A candidates, references to the Head of School in Regulation 4 (Progress and Probation) shall be interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.
- 10.4 In the case of Category A candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Appointment of Examiners) shall be interpreted as references to Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest.
- 10.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category A candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

# **Regulations for the Degree of Doctor of Philosophy**

## **1 SCOPE OF THESE REGULATIONS**

- 1.1 These regulations govern the awards of degrees of Doctor of Philosophy
- 1.2 In these Regulations, unless explicitly stated otherwise, Head of School may be taken to refer also to the Chair of the NBI Graduate School Executive for candidates based in the Norwich Bioscience Institutes. The Head of School's nominee shall normally be the School Director of Postgraduate Research, and there may also be a nominated Institute Director of Postgraduate Research for candidates based in the John Innes Centre, Quadram Institute Bioscience, the Sainsbury Laboratory or the Earlham Institute.

## **2 GENERAL PRECONDITIONS TO AN AWARD**

- 2.1 A candidate for the degree must be a graduate of this University or another approved university or possess some other qualifications approved by the University.
- 2.2 A candidate must, after consultation with a teacher in the University, submit to the appropriate Head of School (or nominee):
  - (1) the proposed field of advanced study and research;
  - (2) evidence of adequate training and ability to undertake the advanced study and research;
  - (3) the name of the teacher in the University who has been consulted.
- 2.3 Before being admitted to the degree of Doctor of Philosophy of the University a candidate must:
  - (1) Be approved by the appropriate Head of School (or nominee) as a candidate for the degree;
  - (2) Engage in advanced study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
  - (3) Undertake research in a field of study approved by the Head of School (or nominee)
  - (4) Satisfactorily present the results of the research and study in a thesis and pass such oral and other examinations as may be prescribed by these Regulations.

## **3 DURATION OF COURSE**

- 3.1 The period of advanced study and research for full-time candidates shall,  
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subject to the following exceptions, be three years:

(1) The candidate may, with the permission of the appropriate Head of School (or nominee), spend not more than twelve months of the period of study at some other approved place of study or research. When the nature of the research requires that work should be undertaken elsewhere than in the University the Head of School (or nominee) may appoint an additional supervisor.

(2) In cases where the Head of School (or nominee) deems it appropriate, a candidate's period of study may be reduced by not more than twelve months. In such a case, the Head of School (or nominee) may also reduce the period within which the thesis is to be submitted, by not more than the reduction in the period of study.

(3) Permission to extend the normal period of study by up to six months may be granted by the Head of School (or nominee) on the recommendation of the candidate's supervisor. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study on the recommendation of the Head of School (or nominee) concerned.

(4) The Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months. In such a case the Head of School (or nominee) may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

3.2 The period of study for part-time candidates shall normally be six years but this period may be reduced by not more than twenty-four months if the Head of School (or nominee) concerned is satisfied that an equivalent period has been spent under approved supervision on research relevant to the candidate's subject. In such a case, the Head of School (or nominee) may also reduce the period within which the thesis is to be submitted, by not more than the reduction in the period of study. The exceptions listed in 3.1 also apply.

#### **4 PROGRESS AND PROBATION**

4.1. There shall be an annual review of the progress of each candidate in each year of the candidate's period of study and/or registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School or nominee. For students registering from 1 October 2015 onwards, during their first year of registration (first two years for part-time students), the status of PhD students as doctoral candidates is probationary and the annual review meeting normally held

in month 8 for full-time candidates (or month 20 for part-time candidates), includes a Probationary Review Meeting to review their status..

- 4.2 The Probationary Review Meeting requires the involvement of an Internal Assessor who is not a member of the candidate's supervisory team. As part of the Probationary Review Meeting, the Internal Assessor should agree a joint recommendation with the supervisory team on the candidate's probationary status.
- 4.3 If there is evidence at a Probationary Review Meeting that the candidate is not making satisfactory progress or the Internal Assessor and the supervisory team do not agree in their recommendations, the candidate will be warned promptly in a formal letter from the Head of School or (nominee) that they may be asked to withdraw from the University. The letter will include an agreed clear list of measurable goals to be achieved and the timescale for achieving these. The candidate will also be required to attend a Second Probationary Review Meeting at which the Internal Assessor and supervisory team should reconsider the candidate's progress and agree a joint recommendation as to whether the candidate should be confirmed as a doctoral candidate. Where there is evidence that a candidate is not making satisfactory progress at the time of a Second Probationary Review Meeting they will normally be required to withdraw from the programme.
- 4.4 If the Internal Assessor and the supervisory team do not agree in their recommendations following the Second Probationary Review Meeting and consensus cannot be established by the Head of School (or nominee), the Head of School (or nominee) shall consider the evidence provided through the probationary review process and form a view as to whether there is sufficient evidence on which to base a decision regarding the candidate's probationary status.

Where there is insufficient evidence or if for any other reason the Head of School (or nominee) needs a further opinion they shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional Internal Assessor who shall review the available evidence, meeting with the candidate where necessary, in order to make a recommendation to the Head of School (or nominee).

The Head of School (or nominee) shall act at all times in accordance with Research Degree Policy Document 12 'Guidelines for Probationary Review'.

- 4.5 The supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

- 4.6 A candidate may, with the approval of the Head of School (or nominee), be permitted to withdraw as a candidate for the degree and be approved as a candidate for the degree of Master of Philosophy no later than twelve months prior to the end of the period of study for the Degree of Doctor of Philosophy. The period of study already completed shall count towards the period of study required for the degree of Master of Philosophy.

## **5 SUBMISSION OF THE THESIS**

- 5.1 In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas whether the candidate's own or those of others and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application. The candidate is expected to take due account of previously published work on the subject, to show distinct ability in conducting original investigations and in testing ideas whether the candidate's own or those of others. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The thesis should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of a new theory or the revision of older views. The thesis shall not exceed 100,000 words in length. In making their judgement on the award of the degree, Examiners shall take into account that the substance and significance of the thesis should be of a kind which might be reasonably expected of a capable and diligent student after three years of full-time (or equivalent) study.
- 5.2 In the case of the Creative and Critical Writing programme in the School of Literature, Drama and Creative Writing a substantial part of the candidate's thesis shall be an original literary text of high standard written specifically for the degree. In the remaining part of the thesis, which shall normally be between 20,000 and 50,000 words in length, the candidate shall produce a critical text of high academic standard - either literary-critical or interdisciplinary in nature and written in dialogue with the creative work - and shall defend the thesis as a coherent whole in the oral examination. Further detail is available in the School guidance document on the Creative and Critical PhD programme.
- 5.3 In the case of the Professional Practice programme in the School of Art, Media and American Studies, a substantial part of the thesis may be archival / curatorial, educational or creative in content. This will be represented in the thesis submission by a substantial dossier of practical work presented in an appropriate, accessible and enduring format. This will be analysed in and complemented by a written commentary, normally of between 40,000 and 50,000 words. The purpose of the commentary is to show a critical understanding of professional practice, to set the material in the dossier in a broader historical and theoretical



framework, and to draw attention to its originality and utility.

- 5.4 In the case of the Musical Composition programme in the School of Music the candidate's thesis shall be in the form of a substantial portfolio of original compositions written specifically for the degree, together with an appropriate written commentary of 15,000-65,000 words in length. The compositions shall show coherence and originality in invention as well as in the treatment of musical techniques. The written commentary shall discuss the structure of each of the compositions and provide an exposition of the creative process. In the written commentary, and in the examination, the candidate is required to show a critical understanding of the relationship of the submitted compositions to contemporary musical thought.
- 5.5 In the case of the Literary Translation programme in the School of Literature, Drama and Creative Writing, part of a candidate's thesis may be a translation of high standard by the candidate, written specifically for the degree. In this case the remaining part of the thesis shall be a substantial critical essay. In the essay the candidate is required to demonstrate a critical understanding of the academic study of translation, which is related to the submitted translation. The candidate must defend the thesis as a coherent whole in the oral examination. The proportion between the parts will normally be 60% for the translation and 40% for the commentary. Further detail is available in the School guidance document on the Literary Translation PhD programme.
- 5.6 A candidate who wishes to submit a thesis shall apply to the Head of Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last six months of the candidate's prescribed period of study provided that not more than four years for full-time candidates and seven years for part-time candidates shall have elapsed from the date of approval as a candidate for the degree. The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School (or nominee) concerned.
- 5.7 A candidate for the degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of advanced study and research, submit for approval to the appropriate Head of School (or nominee) the precise title of the thesis to be examined.

## **6 APPOINTMENT OF EXAMINERS**

- 6.1 The Head of the School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research, the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

## **7 EXAMINATION**

- 7.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 7.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 7.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners, and on the recommendation of the Head of School (or nominee), waive the requirement for the oral examination or agree to its replacement by an alternative form of assessment.
- 7.4 The examiners having examined the candidate shall send their joint final report and recommendation to the Head of School concerned (or nominee). If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) needs a further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.
- 7.5 The Head of School (or nominee) having considered the final report and recommendation of the examiners shall then proceed in one of the following ways:
- (1) If the thesis and performance in the oral examination are of sufficient merit they shall recommend that the candidate be approved for the award of the degree of Doctor of Philosophy;
  - (2) If the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Doctor of Philosophy, subject to completion of minor corrections within six months;
  - (3) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Philosophy but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, the Head of School (or nominee) shall recommend either that the candidate be asked to submit a revised thesis or that the candidate be given the option either of submitting a revised thesis or of being approved for the award of

the degree of Master of Philosophy. A candidate who is given this option shall be allowed a period of not more than fourteen days from receipt of formal notification of the outcome of the examination to decide which of these alternatives to accept; A candidate who submits a revised thesis shall do so within one year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;

- (4) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Philosophy and the Head of School (or nominee) is not of the opinion that the candidate should be permitted to submit a revised thesis, they shall, if the thesis and performance in the oral examination are of sufficient merit for the degree of Master of Philosophy, recommend that the candidate be approved for the award of the degree of Master of Philosophy (with or without corrections).
- (5) If the thesis and performance in the oral examination are not of sufficient merit to entitle the candidate to the degree of Master of Philosophy the Head of School (or nominee) shall recommend that no degree be awarded.

7.6 In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

## **8 FINAL SUBMISSION OF THESIS**

- 8.1 A candidate shall submit two copies of the thesis in accordance with rules approved by the Senate.
- 8.2 If a candidate is approved for the award of the degree the Head of the Postgraduate Research Service (or nominee) shall deposit one copy of the thesis in the University Library where it shall be available for consultation. The second copy shall be deposited with the School of Studies concerned. The Head of the School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have the candidate's written permission to consult it.

## **9 MODIFICATIONS FOR AFFILIATED INSTITUTES**

- 9.1 Persons working within one of the following Institutes may be permitted to register as full-time candidates or part-time candidates for the degree of Doctor of Philosophy:
  - The British Trust for Ornithology
  - Broom's Barn Research Station

Centre for Environment, Fisheries and Aquaculture Science  
The Arable Group, Morley Business Centre  
The National Institute of Agricultural Botany  
Norfolk and Norwich University Hospitals Department of Family  
Medicine  
Norfolk and Norwich University Hospitals Department of Medical  
Physics and Bioengineering  
Norfolk and Norwich University Hospitals Institute for Medical  
Education  
Norfolk and Norwich University Hospitals Microbiology Department,  
The Sainsbury Institute for the Study of Japanese Arts and  
Cultures

- 9.2 Candidates registering under this regulation shall proceed to the degree in accordance with Regulations 1 to 8, subject to the modification that each candidate shall have a supervisory team consisting of at least one member of the academic staff who shall be the primary supervisor and one senior member of staff of the Institute concerned.

## **10 MODIFICATIONS FOR THE FOUR YEAR PHD PROGRAMME WITH A ROTATION YEAR**

- 10.1 Candidates located at the John Innes Centre, the Earlham Institute and The Sainsbury Laboratory may be permitted to register as full-time candidates for the degree of Doctor of Philosophy and to proceed in accordance with Regulations 1 to 8, subject to the following modifications:

- (1) The period of study, research and registration shall be four years;
- (2) Permission to extend the normal period of study, research and registration may be granted by the Academic Director of Research Degree Programmes;
- (3) Supervision shall be conducted by a supervisory committee;
- (4) The first year of the period of study and research shall be undertaken under the direction of nominated members of the supervisory committee. It shall take the form of a rotation between different laboratories, normally three, approved by that committee;
- (5) The thesis shall be submitted before the end of the fourth year of study, research and registration;
- (6) Any candidate permitted by concession to enter a registration-only period after the conclusion of four years of study and research shall become liable immediately (without waiver) to payment of the relevant fees under Fees Regulation 11.

## **11 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES**

- 11.1 Candidates for the degree of Doctor of Philosophy will be designated as Category A (including faculty of Schools and such other candidates as Senate shall determine) or Category B. Candidates in Category B shall proceed to the degree of Doctor of Philosophy in accordance with

Regulations 1 to 8 above. Category A candidates shall be permitted to proceed to the degree of Doctor of Philosophy in accordance with Regulations 1 to 8, subject to the following modifications.

- 11.2 In the case of Category A candidates references to the Head of School (or nominee) in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category A candidate for the degree of Doctor of Philosophy shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.
- 11.3 In the case of Category A candidates, references to the Head of School in Regulation 4 (Progress and Probation) shall be interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.
- 11.4 In the case of Category A candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Appointment of Examiners) shall be interpreted as references to Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest.
- 11.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category A candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

# **Regulations for the Degree of Doctorate in Educational Psychology (EdPsyD)**

## **1 SCOPE OF THESE REGULATIONS**

- 1.1 These regulations govern the awards of the degrees of Doctorate in Educational Psychology (EdPsyD) and Postgraduate Diploma in Educational Psychology (PGDipEdPsy) (exit award only).
- 1.2 In these Regulations, the Head of School's nominee shall normally be the Course Director.

## **2 GENERAL PRECONDITIONS TO AN AWARD**

- 2.1 A candidate for the degree of Doctorate in Educational Psychology must:
  - (1) Be eligible for the British Psychological Society Graduate Basis for Chartered Membership, having normally at least an upper second class undergraduate honours degree from a recognised higher education institution with psychology as the main field of study;
  - (2) Submit evidence of adequate training and ability to undertake the proposed course of advanced study;
  - (3) Be approved by the Head of School (or nominee) as a candidate for the degree.
- 2.2 Before being admitted to the degree of Doctorate in Educational Psychology a candidate must:
  - (1) Undertake research in fields of study approved by the Head of School (or nominee);
  - (2) Engage in advanced study under the direction of a teacher in the University appointed by the Head of School (or nominee). For the thesis, candidates will study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
  - (3) Engage in advanced practical training under the direction of a Chartered Educational Psychologist appointed by the Head of School (or nominee);
  - (4) Satisfactorily present the results of research, study and training in a research thesis and pass such academic and placement assessments as may be required by the Head of School (or nominee).

### **3 DURATION OF COURSE**

3.1 The course shall be studied on a full-time basis and the period of study and registration shall, subject to the following exceptions, be three years:

- (1) The candidate may, with the permission of the Head of School (or nominee), spend no more than twelve months of the period of study at some other approved place of study or research. When the nature of the research requires that work should be undertaken elsewhere than in the University, the Head of School (or nominee) may appoint an additional supervisor.
- (2) Permission to extend the normal period of study and registration by up to six months may be granted by the Head of School (or nominee) on the recommendation of the candidate's University tutor. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study on the recommendation of the Head of School (or nominee).
- (3) The Head of School (or nominee) may permit the interruption of the period of study and registration if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months.
- (4) Permission to transfer to part-time study being approved by the Academic Director of Research Degree Programmes, in accordance with Regulation 12 below.

### **4 ATTENDANCE AND PROGRESS**

4.1 A candidate shall attend lectures, seminars, tutorials or supervisions as prescribed by the School and is required to attend placements as an integral part of the programme of study.

4.2 There shall be an annual review of the progress of each candidate in each year of the candidate's period of study and registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School (or nominee). The candidate's tutor and supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

### **5 YEAR ASSESSMENT**

5.1 A candidate shall be subject to assessment in respect of each year of study. This assessment shall be based upon the candidate's performance during the year in research, coursework and educational

placements as prescribed by the Head of School (or nominee), as follows:

#### 5.1.1 ***Doctorate in Educational Psychology***

- Year 1: 180 credits of specified Level 8 modules (including placement)
- Year 2: 180 credits of specified Level 8 modules (including placement)
- Year 3: 180 credits of specified Level 8 modules (including placement and an up to 40,000 word thesis).

#### 5.1.2 ***Postgraduate Diploma in Educational Psychology***

Passing at least 120 credits from taught modules undertaken within Years 1 and/or 2 shall be necessary and sufficient for the exit award of the Postgraduate Diploma in Educational Psychology, providing that either (a) the candidate is not planning to continue on the Doctorate in Educational Psychology; or (b) this is offered as in Regulation 8.5 below when the award of Doctorate in Educational Psychology is not being recommended.

5.2 At the end of each year of study, the Board of Examiners shall review the candidate's overall performance during that year and shall:

- (1) If all the assessment criteria for that year have been satisfied, allow a candidate to proceed to the next year of the course (if at the end of Years 1 or 2) or (if at the end of Year 3) to be considered for the award of the degree in accordance with Regulation 10 below;
- (2) If all the assessment criteria for that year have not been satisfied, act in accordance with Regulations 5.3-5.5 below.

5.3 In all years an opportunity for reassessment of any failed component(s) may be permitted by the examiners on one occasion only, provided always that:

- (1) Two failed placements at either first assessment or reassessment shall represent an outright failure of the course. This may happen in one of two ways:
  - a) Placement A is failed at first attempt and is then failed at second attempt (reassessment)
  - b) Placement A is failed at first attempt and passed at second attempt (reassessment) but then placement B is failed at first attempt.

Where reassessment is allowed the Board of Examiners will specify particular goals that need to be attained.



- (2) If considering the Year 3 thesis and/or its oral presentation to be unsatisfactory, the examiners may make recommendations to the Head of School (or nominee) for consideration in accordance with Regulation 8.5 below.
- 5.4 In circumstances where a reassessment, because of its nature or timing, cannot with reasonable practicability be completed within the year of study to which it relates, in Years 1 and 2, the examiners may permit a candidate to proceed to the next year of the course, and in Year 3 to complete outstanding requirements of the programme on condition that:
  - (1) The reassessment shall be arranged and completed as soon as practicable in accordance with a timetable to be stipulated by them; and
  - (2) The examiners shall consider the outcome of the reassessment at the earliest feasible opportunity.
- 5.5 A candidate who fails to satisfy the examiners in any reassessment of work completed in any year and conducted in accordance with Regulations 5.3-5.4 above shall normally be required to withdraw from the University.

## **6 SUBMISSION OF THE THESIS**

- 6.1 In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The thesis should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, and/or the development of a new theory or the revision of older views. The thesis shall not exceed 40,000 words in length.
- 6.2 A candidate who wishes to submit a thesis must apply to the Head of Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last six months of the candidate's prescribed period of study provided that not more than three years has elapsed since the date of registration as a candidate for the degree.
- 6.3 The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School (or nominee) concerned.

- 6.4 A candidate for the degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of advanced study and research, submit for approval to the appropriate Head of School (or nominee) the precise title of the thesis to be examined.

## **7 APPOINTMENT OF EXAMINERS FOR THE THESIS**

- 7.1 The Head of the School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research, the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

## **8 EXAMINATION OF THE THESIS**

- 8.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within a timetabled series of viva examinations in the final year of registration. Where the examination will be held outside of the timetabled examination period it shall normally be held within three months of the date of the submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 8.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 8.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners, and on the recommendation of the Head of School (or nominee), waive the requirement for the oral examination or agree to its replacement by an alternative form of assessment.
- 8.4 The examiners having examined the candidate shall send their joint final report and recommendation to the Head of School (or nominee). If the examiners do not agree upon their recommendation or if for any other reason the Head of School (or nominee) needs a further opinion, they shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional examiner who shall conduct a further examination of the candidate.
- 8.5 The Head of School (or nominee) having considered the final report and recommendation of the examiners appointed in respect of the examination of the thesis shall then proceed in the following ways:

- (1) If the thesis and performance in the oral examination are of sufficient merit, they shall recommend that the candidate be considered for the award of the degree of Doctorate in Educational Psychology at the Final Assessment Board, subject to successful completion of all assessment components;
- (2) If the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, they shall recommend that the candidate be required to complete minor corrections within six months, and be considered for the award of the degree at the subsequent Final Assessment Board, subject to successful completion of all assessment components;
- (3) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctorate in Educational Psychology but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, the Head of School (or nominee) shall recommend either:
  - a) that the candidate be asked to submit a revised thesis; or
  - b) that the candidate be given the option either of submitting a revised thesis or of being considered for the award of the Postgraduate Diploma in Educational Psychology at the subsequent Final Assessment Board, providing that the required taught elements have been passed to allow an award of that degree.

A candidate who is given this option shall be allowed a period of not more than ten working days from receipt of formal notification of the outcome of the examination to decide which of these alternatives to accept.

A candidate who submits a revised thesis shall do so within one year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion.

- (4) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctorate in Educational Psychology and the Head of School (or nominee) is not of the opinion that the candidate should be permitted to submit a revised thesis, they shall recommend that the candidate be considered for the award of the Postgraduate Diploma in Educational Psychology at the subsequent Final Assessment Board, provided that the required taught elements have been passed to allow an award of that degree.

## **9 FINAL SUBMISSION OF THE THESIS**

- 9.1 A candidate shall submit two copies of the research thesis in accordance with rules approved by Senate.
- 9.2 If a candidate is approved for the award of the degree the Head of Postgraduate Research Service (or nominee) shall deposit one copy of the research thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the School of Education and Lifelong Learning. The Head of School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have written permission to consult it.

## **10 FINAL ASSESSMENT FOR THE AWARD**

- 10.1 There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all candidates at the end of their period of study. The Final Assessment shall be carried out by the Board of Examiners with the external examiners in attendance and in accordance with the Instructions to Examiners for Research Degrees at the University of East Anglia.
- 10.2 The examiners shall receive the results of all assessments, including the thesis and any reassessment of the assessment components, which count towards the award and any recommendations made by the Extenuating Circumstances Panel.
- 10.3 To pass the programme requirements, candidates must have demonstrated the required standards of professional competence in their supervised professional practice placements in the judgment of their placement supervisor(s) and University tutor(s), in addition to meeting the 'Pass' criteria for the assessed academic and research requirements.
- 10.4 Overall, candidates must have passed all the assessed academic, research and professional practice requirements of the programme and have met all the Health and Care Professions Council's Standards of Proficiency (SOPs) for practitioner psychologists within their part of the Register (Educational Psychology), in parallel to meeting the learning outcomes required by the British Psychological Society as a condition of eligibility to become a chartered educational psychologist.
- 10.5 The Board of Examiners shall recommend to Senate that the degree of Doctorate in Education Psychology be awarded, provided that they are satisfied in all respects as to:

- (1) Performance in the Year 3 assessment or permitted reassessment, including the thesis (see Regulations 5.2-5.5 and Regulation 8 above);
- (2) Confirmation from the relevant examiners of satisfactory performance in any permitted re-assessment relating to an earlier year of study but deferred in accordance with Regulation 5.5 above.

## **11 EXTENUATING CIRCUMSTANCES**

- 11.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University's Extenuating Circumstances Regulations:

<https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Extenuating+Circumstances+--+Research+Programme+Assessment.pdf>

- 11.2 The Board of Examiners shall formally approve the compensation / remedy / assessment or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the candidate's best interest.
- 11.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, candidates may ask that the disclosure of the information be limited.

## **12 PART-TIME STUDY**

Candidates will be recruited to the programme on a full-time basis but may by concession be able to transfer to part-time study on a temporary or permanent basis. Transfer to part-time study will require the prior approval of the Academic Director of Research Degree Programmes.

## **13 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES**

- 13.1 Candidates for the degrees of Doctorate in Educational Psychology and Postgraduate Diploma in Educational Psychology will be designated as Category A (including faculty of Schools and such other candidates as the Senate shall determine) or Category B. Candidates in Category B shall study the degree of Doctorate in Educational Psychology or Postgraduate Diploma in Educational Psychology in accordance with Regulations 1 to 12 above. Category A candidates

shall be permitted to proceed to the degree of Doctorate in Educational Psychology or Postgraduate Diploma in Educational Psychology in accordance with Regulations 1 to 12, subject to the following modifications.

- 13.2 In the case of Category A candidates, references to the Head of School in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 8 (Examination of the Thesis) shall be interpreted as references to the Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus, the oral examination of any Category A candidate for the degree of Doctorate in Educational Psychology shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.
- 13.3 In the case of Category A candidates, references to the Head of School in Regulation 4 (Attendance and Progress) shall be interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.
- 13.4 In the case of Category A candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 7 (Appointment of Examiners) shall be interpreted as references to the Academic Director of Research Degree Programmes or to their nominee if they have a conflict of interest.
- 13.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category A candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

# Regulations for the Degree of PhD by Publication

## 1 SCOPE OF THESE REGULATIONS

- 1.1 These regulations govern the awards of degrees of Doctor of Philosophy by Publication.
- 1.2 In these Regulations, unless explicitly stated otherwise, Head of School may be taken to refer also to the Chair of NBI Graduate School Executive for candidates based in the Norwich Bioscience Institutes. The Head of School's nominee shall normally be the School Director of Postgraduate Research, and there may also be a nominated Institute Director of Postgraduate Research for candidates based in the John Innes Centre, Quadram Institute Bioscience, The Sainsbury Laboratory or the Earlham Institute.

## 2 GENERAL PRECONDITIONS TO AN AWARD

- 2.1 A candidate for the degree of Doctor of Philosophy by Publication must be a graduate of this University or another approved university or possess some other qualifications approved by the University.
- 2.2 A candidate must, after consultation with a teacher in the University, submit to the appropriate Head of School (or nominee):
  - (1) evidence of published work of a type and nature which is consistent with the award of a degree at this level.
  - (2) evidence of adequate industry and application of an extent characteristic of more than seven years' active research effort in the candidate's field.
  - (3) the name of the teacher in the University who has been consulted.
  - (4) where any work to be submitted for the award has been carried out in collaboration with others, a statement of the extent of the contribution by others.
- 2.3 Before being admitted to the degree of Doctor of Philosophy by Publication, the candidate must:
  - (1) Be approved by the appropriate Head of School (or nominee) as a candidate for the degree;
  - (2) Engage in advanced study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
  - (3) Undertake research in a field of study approved by the Head of School (or nominee);
  - (4) Satisfactorily present the results of the research and study in the published work submitted and critical analysis, and pass such

oral and other examinations as may be prescribed by these Regulations.

### **3 DURATION OF COURSE**

- 3.1 The period of study shall normally be six months, extendable at the discretion of the Head of School (or nominee) to a maximum of twelve months. This shall be by part-time study at 0.5FTE.

### **4 PROGRESS**

- 4.1 The supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

### **5 SUBMISSION OF PUBLICATIONS AND CRITICAL ANALYSIS**

- 5.1 In the submitted material and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas whether the candidate's own or those of others and to understand the relationship of the theme of the investigations to a wider field of knowledge. The submitted material should show evidence of adequate industry and application. The candidate is expected to take due account of previously published work on the subject, to show distinct ability in conducting original investigations and in testing ideas whether the candidate's own or those of others. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The submitted material should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of a new theory or the revision of older views.

Examiners shall take into account that the substance and significance of the submitted material should provide evidence of adequate industry and application of an extent characteristic of more than seven years' active research effort in the candidate's field.

- 5.2 During the period of study a candidate shall prepare, with the guidance of the supervisory team, the following material:
- (1) A list of the publications on which the assessment for the degree is to be based;
  - (2) In cases where multi-authored works are included in the submission, evidence (preferably in the form of written confirmation by at least one co-author per published work) of the



candidate's own original contribution to the work in respect of:

- (a) design of the investigation
- (b) conduct of the research
- (c) analysis of the outcome
- (d) preparation of the work for publication;

- (3) A critical analysis of the work submitted (between 10,000 and 20,000 words in length covering the development of the candidate's submitted work and its contribution to the field in general).

- 5.3 A candidate who wishes to make a submission shall apply to the Head of Postgraduate Research Service (or nominee). The material listed in Regulation 5.1 must be submitted, along with the published work to be assessed, by the end of the period of study. In exceptional circumstances the Academic Director of Research Degree Programmes may extend the period within which the submission must be presented on the recommendation of the Head of School (or nominee) concerned.

## **6 APPOINTMENT OF EXAMINERS**

- 6.1 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two examiners, one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the material listed in Regulation 5.

## **7 EXAMINATION**

- 7.1 A candidate shall be examined orally on the submitted material and on subjects relevant to it. The examination shall normally be held within three months of the date of submission of the material. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.

- 7.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.

- 7.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners and on the recommendation of the Head of School (or nominee), waive the requirement for the oral examination or agree to its replacement by an alternative form of assessment.

- 7.4 In order to recommend the award of the degree, the examiners must

be satisfied that the submitted material:

- (1) Illustrates a coherent programme of research undertaken by the candidate;
- and (2) Represents a significant contribution to understanding.

Candidates for the degree of PhD by Publication shall be required to meet the same standards for award as candidates for the PhD by supervision.

- 7.5 The examiners having examined the candidate shall send their joint final report and recommendation to the Head of School (or nominee) concerned. If the examiners do not agree upon their recommendation or if for any other reason the Head of School (or nominee) needs a further opinion, they shall recommend to the Senate the appointment of an additional external examiner who shall conduct a further examination of the candidate.
- 7.6 The Head of School (or nominee) having considered the final report and recommendation of the examiners shall then proceed in one of the following ways:
  - (1) If the published work, critical analysis and performance in the oral examination are of sufficient merit, they shall recommend that the candidate be approved for the award of the degree of Doctor of Philosophy by Publication;
  - (2) If the published work and performance in the oral examination are of sufficient merit, but that minor corrections are required to the critical analysis, they shall recommend that the candidate be approved for the award of the degree of Doctor of Philosophy by Publication, subject to completion of minor corrections to the critical analysis within three months;
  - (3) If the critical analysis is not of sufficient merit for the degree of Doctor of Philosophy by Publication but there is reasonable expectation that the critical analysis, if revised, could reach the standard required for the degree, the Head of School (or nominee) shall recommend that the candidate be asked to submit a revised critical analysis. A candidate who submits a revised critical analysis shall do so within six months and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised critical analysis on more than one occasion;
  - (4) If the criteria for the award as set out in Regulation 7.4 above are not yet met but there is a reasonable expectation that they may be fulfilled if further publication(s) are achieved within twenty-four months, the Head of School (or nominee) shall recommend that the candidate be permitted an opportunity to

make a revised submission;

A candidate who makes a revised submission shall do so within a period proposed by the examiners (not to exceed twenty-four months) and may be required to undergo further oral examination. A candidate shall not be allowed to make a revised submission on more than one occasion;

- (5) If the published work, critical analysis and performance in the oral examination are not of sufficient merit and there is no reasonable expectation that the submission could meet the requirements for the award within 24 months from the date of assessment, they shall recommend that no degree be awarded and that no reassessment be offered.

- 7.7 In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of the Postgraduate Research Service or their nominee, who shall ensure that appropriate action is taken on behalf of the Senate.

## **8 FINAL SUBMISSION OF THESIS**

- 8.1 The candidate shall submit two copies of all material required to be assessed under these regulations, in accordance with rules approved by the Senate.
- 8.2 If the candidate is approved for the award of the degree, the Head of Postgraduate Research Service (or nominee) shall deposit one copy of the submitted material in the University Library where it can be available for consultation. The second copy of the submission shall be deposited with the School of Studies concerned. The Head of the School (or nominee), at the request of the candidate, may determine that all or part of the submitted material shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have the candidate's written permission to consult it.

## **9 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES**

- 9.1 Candidates for the degree of Doctor of Philosophy by Publication will be designated as Category A (including faculty of Schools and such other candidates as Senate shall determine) or Category B. Candidates in Category B shall proceed to the degree of Doctor of Philosophy by Publication in accordance with Regulations 1 to 8 above. Category A candidates shall be permitted to proceed to the degree of Doctor of Philosophy by Publication in accordance with Regulations 1 to 8, subject to the following modifications.
- 9.2 In the case of Category A candidates references to the Head of

School (or nominee) in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category A candidate for the degree of Doctor of Philosophy by Publication shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.

- 9.3 In the case of Category A candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Appointment of Examiners) shall be interpreted as references to Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest.
- 9.4 The Academic Director of Research Degree Programmes shall be advised of any application from any Category A candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

# **Regulations for the Degree of Doctorate in Clinical Psychology (ClinPsyD)**

## **1 SCOPE OF THESE REGULATIONS**

- 1.1 These regulations govern the award of the degree of Doctorate in Clinical Psychology.
- 1.2 A candidate will register for the Doctorate in Clinical Psychology in the Norwich Medical School.
- 1.3 In these Regulations, the Head of School's nominee shall normally be the Programme Director.
- 1.4 The award of the degree of Doctorate in Clinical Psychology confers eligibility to apply for registration as a clinical psychologist with the Health and Care Professions Council and eligibility for chartered status as a clinical psychologist.

## **2 GENERAL PRECONDITIONS TO AN AWARD**

- 2.1 A candidate for the degree of Doctorate in Clinical Psychology must:
  - (1) Be eligible for the graduate basis for chartered membership as defined by the British Psychological Society, having normally at least an upper second class undergraduate honours degree from a recognised higher education institution with psychology as the main field of study;
  - (2) Submit evidence of adequate training and ability to undertake the proposed course of advanced study;
  - (3) Be approved by the Head of School (or nominee) as a candidate for the degree;
  - (4) Study on a full-time basis in accordance with these regulations (in exceptional circumstances a candidate may apply to transfer to part-time study in accordance with Regulation 12 below).
- 2.2 Before being admitted to the degree of Doctorate in Clinical Psychology a candidate must:
  - (1) Undertake research in fields of study approved by the Head of School (or nominee);
  - (2) Engage in advanced study under the direction of a teacher in the University appointed by the Head of School (or nominee). For the thesis, candidates will study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
  - (3) Engage in advanced practical training under the direction of a Chartered Clinical Psychologist appointed by the Head of School (or nominee) as the programme's Senior Clinical Tutor;

(4) Satisfactorily present the results of research, study and training in a research thesis and pass such academic and clinical assessments as may be required by the Head of School (or nominee).

2.3 A candidate who is a full-time employee of the National Health Service or other agencies shall not undertake additional paid duties in or outside the University without the express permission of their employer.

### **3 DURATION OF COURSE**

3.1 The period of study and registration shall, subject to the following exceptions, be three years:

(1) The candidate may, with the permission of the appropriate Head of School (or nominee), spend no more than twelve months of the period of study at some other approved place of study or research. When the nature of the research requires that work should be undertaken elsewhere than in the University the Head of School (or nominee) may appoint an additional supervisor.

(2) Permission to extend the normal period of study and registration by up to twelve months may be granted by the Head of School (or nominee) on the recommendation of the candidate's adviser.

(3) The Head of School (or nominee) may permit the interruption of the period of study and registration if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months.

(4) Permission to transfer to part-time study being approved by the Academic Director of Research Degree Programmes, in accordance with Regulation 12 below.

### **4 ATTENDANCE AND PROGRESS**

4.1 A candidate shall attend lectures, seminars, tutorials or supervisions as prescribed by the School and is required to attend clinical placements, some of which take place during University breaks and vacations, as an integral part of the programme of study.

4.2 There shall be an annual review of the progress of each candidate in years 2 and 3 of the candidate's period of study and registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School (or nominee). The candidate's adviser and supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

### **5 YEAR ASSESSMENT**

5.1 A candidate shall be subject to assessment in respect of each year of study.

This assessment shall be based upon the candidate's performance during the year in research, course work and clinical placements as prescribed by the Head of School (or nominee). It will require evidence of substantial industry and application.

- 5.2 At the end of each year of study, the Board of Examiners shall review the candidate's overall performance during that year and shall:
- (1) If all the assessment criteria for that year have been satisfied, allow a candidate to proceed to the next year of the course (if at the end of Years 1 or 2) or (if at the end of Year 3) to be considered for the award of the degree in accordance with regulation 10 below;
  - (2) If all the assessment criteria for that year have not been satisfied, act in accordance with Regulations 5.3-5.5 below.
- 5.3 In all years an opportunity for re-assessment of any failed component(s) may be permitted by the examiners on one occasion only, provided always that:
- (1) Two failed clinical placements at either first assessment or reassessment shall represent an outright failure of the course. This may happen in one of two ways:
    - a) Placement A is failed at first attempt and is then failed at second attempt (Re-assessment)
    - b) Placement A is failed at first attempt and passed at second attempt (Re-assessment) but then placement X is failed at first attempt.  
Where repetition is allowed the Board of Examiners will specify particular goals that need to be attained.
  - (2) If considering the Year 3 thesis and/or its oral presentation to be unsatisfactory, the examiners may make recommendations to the Board of the School for consideration in accordance with Regulation 8.5 below.
- 5.4 Failure in the first assessment of half or more of the assessment components as specified by the Head of School (or nominee) in any one year of study shall represent outright failure of the course.
- 5.5 In circumstances where a re-assessment, because of its nature or timing, cannot with reasonable practicability be completed within the year of study to which it relates, in Years 1 and 2, the examiners may permit a candidate to proceed to the next year of the course, and in Year 3 to complete outstanding requirements of the programme on condition that
- (1) The re-assessment shall be arranged and completed as soon as practicable in accordance with a timetable to be stipulated by them; and
  - (2) The examiners shall consider the outcome of the re-assessment at the earliest feasible opportunity.
- 5.6 A candidate who fails to satisfy the examiners in any re-assessment of work completed in any year and conducted in accordance with Regulations 5.3-5.5 above shall normally be required to withdraw from the University.

## **6 SUBMISSION OF THE THESIS**

- 6.1 The final assessment shall include a research thesis of up to 40,000 words, which shall be a report of original investigations and should represent a significant contribution to the development of understanding in the field of Clinical Psychology and an oral examination on the thesis.

***For candidates matriculating after September 2014:***

- 6.2 The research thesis will consist of a portfolio of written material, comprising a systematic review and an empirical research study and additional bridging chapter(s) detailing additional methodology and results, with a final discussion and reflective chapter.

**7 APPOINTMENT OF EXAMINERS FOR THE THESIS**

- 7.1 The Head of the School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research, the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

**8 EXAMINATION OF THE THESIS**

- 8.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within a timetabled series of viva examinations in the final year of registration. Where the examination will be held outside of the timetabled examination period it shall normally be held within three months of the date of the submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 8.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 8.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners, and on the recommendation of the Head of School (or nominee), waive the requirement for the oral examination or agree to its replacement by an alternative form of assessment.
- 8.4 The examiners having examined the candidate shall send their final report and recommendation to the Head of School (or nominee). If the examiners do not agree upon their recommendation or if for any other reason the Head of School (or nominee) needs a further opinion, they shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional examiner who shall conduct a further examination of the candidate.



8.5 The Head of School (or nominee) having considered the final report and recommendation of the examiners appointed in respect of the examination of the thesis shall then proceed in the following way:

(1) If the thesis and performance in the oral examination are of sufficient merit, they shall recommend that the candidate be considered for the award of the degree at the Final Assessment Board, subject to successful completion of all assessment components;

(2) If the thesis and performance in the oral examination are of sufficient merit, but corrections are required, they shall recommend that the candidate be required to complete either (a) minor corrections within three months or (b) if the required corrections are primarily of a presentational nature, limited corrections within six weeks, and be considered for the award of the degree at the subsequent Final Assessment Board, subject to successful completion of all assessment components;

(3) If the candidate's thesis has not reached the standard required for the Doctorate in Clinical Psychology but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, they shall recommend that the candidate be asked to submit a revised thesis. A candidate who submits a revised thesis shall do so within one calendar year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;

(4) If the candidate's performance in the assessment has not reached the standard required for the degree, they shall recommend that no degree award be considered. Failure in the thesis element of the programme represents an outright failure of the course and the candidate shall normally be required to withdraw from the University.

## **9 FINAL SUBMISSION OF THE THESIS**

(1) A candidate shall submit two copies of the research thesis in accordance with rules approved by Senate;

(2) If a candidate is approved for the award of the degree the Head of Postgraduate Research Service (or nominee) shall deposit one copy of the research thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the Norwich Medical School. The Head of School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have written permission to consult it.

## **10 FINAL ASSESSMENT FOR THE AWARD**

10.1 There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all candidates at the end of their period of study. The Final Assessment shall be carried out by the Board of Examiners with the external examiners in attendance and in accordance with the Instructions to Examiners for the Doctorate in Clinical Psychology.

- 10.2 The examiners shall receive the results of all assessments, including the thesis and any reassessment of the assessment components, which count towards the award and any recommendations made by the Extenuating Circumstances Panel.
- 10.3 The Board of Examiners shall recommend to Senate that the degree be awarded, provided that they are satisfied in all respects as to:
- (1) Performance in the Year 3 assessment or permitted reassessment, including the thesis (see Regulations 5.2-5.5 and Regulation 8 above);
  - (2) Confirmation from the relevant examiners of satisfactory performance in any permitted re-assessment relating to an earlier year of study but deferred in accordance with Regulation 5.5 above.

## **11 EXTENUATING CIRCUMSTANCES**

- 11.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make recommendations to the Board, in accordance with the University's Extenuating Circumstances Regulations:

<https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Extenuating+Circumstances+-+Research+Programme+Assessment.pdf>

- 11.2 The Board of Examiners shall formally approve the compensation / remedy / assessment or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the candidate's best interest.
- 11.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, candidates may ask that the disclosure of the information be limited.

## **12 PART-TIME STUDY**

Candidates will be recruited to the programme on a full-time basis but may by concession be able to transfer to part-time study on a temporary or permanent basis. Transfer to part-time study will require the prior approval of the Academic Director of Research Degree Programmes.

# **Regulations for the Degree of Doctor of Education and Master of Education**

## **1 SCOPE OF THESE REGULATIONS**

- 1.1 These regulations govern the awards of degrees of Doctor of Education (EdD) and Master of Education (MEd) in the School of Education and Lifelong Learning and apply for candidates registering on or after 1 October 2010. Regulations for candidates registering before 1 October 2010 may be consulted in previous sessions' Calendars, obtainable from the Postgraduate Research Service.
- 1.2 Candidates shall initially register for the degree of Master of Education. The process for students who wish to transfer from the Master of Education to the Doctor of Education is outlined in Section 4.7.

## **2 GENERAL PRECONDITIONS TO AN AWARD**

- 2.1 Candidates registered for the degree of Master of Education must normally be a graduate of this University or another approved university or possess some other qualifications approved by this University.
- 2.2 Candidates wishing to transfer to the Degree of Doctor of Education must normally possess a relevant Master's degree from this University or another approved university or a similar qualification approved by this University.
- 2.3 Candidates must submit evidence of adequate training and ability to undertake the proposed course of advanced study to the satisfaction of the Head of School (or nominee), be approved by the Head of School (or nominee) as a candidate for the degree and study in accordance with these Regulations.
- 2.4 Before being admitted to the degree of Master of Education or Doctor of Education candidates must:
  - (1) undertake research in fields of study approved by the Head of School (or nominee);
  - (2) engage in advanced study under the direction of a teacher in the University appointed by the Head of School (or nominee). For the thesis, candidates will study under the direction of teachers in the University appointed by the School as the candidate's supervisory team;
  - (3) satisfactorily present the results of the research, study and training in research projects, essays and a research thesis and pass such academic assessments as may be required by these Regulations.

### 3 DURATION OF COURSE

- 3.1 For candidates registering on or before 30 September 2016, the period of study for the Doctor of Education shall be four years and the period of study for the Master of Education shall be two years. In each case this shall be by part-time study at 0.5FTE. Candidates will normally initially register on the Master of Education programme.
- 3.2 For candidates registering from 1 October 2016, the period of study for the Doctor of Education shall be five years and the period of study for the Master of Education shall be two years and six months. In each case this shall be by part-time study at 0.4FTE. Candidates will normally initially register on the Master of Education programme.
- 3.3 The Head of School (or nominee) may grant permission to extend the normal period of study by a specified period not in excess of six months on the recommendation of the academic supervisor. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study.
- 3.4 The Head of School (or nominee) may grant permission to interrupt the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months. In such a case they may also extend the period within which the thesis is to be submitted by not more than the length of the interruption. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study on the recommendation of the Head of School (or nominee).

### 4 ATTENDANCE, ASSESSMENT AND PROGRESS

4.1 A candidate shall attend lectures, seminars, tutorials and supervisions as prescribed by the School.

4.2 A candidate shall be subject to assessment as follows:

4.2.1 ***Doctor of Education (first registered on or before 30 September 2014)***

Year 1	Critical Analysis (3,500 words) Comparative Methodology (6,500 words)
Year 2, first half	A research proposal including a consideration of the ethical protocols to be followed totalling not more than 5,000 words

Year 2, second half to Year 3	Formative assignments including Literature Review, Methodology and Issues Emerging from Data
Year 4	A thesis of up to 60,000 words, incorporating the three formative assignments, with an oral examination.

**4.2.2 *Doctor of Education (first registered after 1 October 2014 and before 30 September 2016)***

Year 1	Critical Analysis (3,500 words) Comparative Methodology (6,500 words)
Year 2, first half	A research proposal including a consideration of the ethical protocols to be followed totalling not more than 5,000 words
Year 2, second half to Year 4	Formative assignments including Literature Review, Methodology and Issues Emerging from Data and Results/Conclusions.
Year 4	A thesis of up to 60,000 words, incorporating the four formative assignments, with an oral examination.

**4.2.3 *Doctor of Education (first registered from 1 October 2016)***

Year 1	Critical Analysis (3,500 words) Comparative Methodology (6,500 words)
Year 2	Research Proposal (5,000 words) Ethics application

Transfer from initial registration on the Master of Education programme to the Doctor of Education programme is subject to successful completion of coursework and ethics approval for proposed research.

Year 3 and Year 4	Formative assignments including Literature Review, Methodology and Issues Emerging from Data and Results/Conclusions
Year 5	A thesis of up to 60,000 words, incorporating the four formative assignments, with an oral examination.

**4.2.4 Master of Education (first registered on or before 30 September 2016)**

Year 1	Critical Analysis (3,500 words) Comparative Methodology (6,500 words)
Year 2	A thesis of up to 30,000 words, with an oral examination.

**4.2.5 Master of Education (first registered from 1 October 2016)**

Year 1	Critical Analysis (3,500 words) Comparative Methodology (6,500 words)
Year 2 and Year 3	A thesis of up to 30,000 words with an oral examination

4.3 There shall be an annual review of work leading to the thesis, undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School (or nominee). The supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

4.4 In order to proceed to the thesis element of either programme a candidate must satisfy the examiners that there is a reasonable expectation that he/she will successfully complete the programme for the degree for which he/she is registered, in accordance with Regulations 4.5 and 4.7.

4.5 Following the end of the first year the examiners shall review the candidate's progress to date. Each candidate shall be examined by two or more examiners, at least one of whom shall be an external examiner. The examiners will make recommendations to the Head of School (or nominee), supervisory team or other delegated member of academic staff regarding any student who warrants special attention in respect of their attendance or progress. A candidate who does not satisfy the examiners in this way may be permitted by the examiners, on one occasion only, to be reassessed.

4.6 A candidate who is aiming to transfer to the Degree of Doctor of Education and who fails to satisfy the examiners on the assessment or reassessment at the end of Year 1 by a narrow margin may be permitted, at the discretion of the examiners, to continue as a candidate for the degree of Master of Education.

4.7 During the period of study a candidate for the degree of Master of Education may, with the approval of the Head of School (or nominee), be permitted to withdraw as a candidate for the degree and be

approved as a candidate for the Doctor of Education no later than six months prior to the end of the period of study for the degree of Master of Education. The period of study already completed shall count towards the period of study for the degree of Doctor of Education.

Sufficient evidence of progress must be provided including:

- a) passing all assignments
- b) submitting an appropriate research proposal of 5,000 words

The assessment will be undertaken by a panel of at least two members of academic staff, appointed by the Head of School (or nominee); no more than one member of the supervisory team may belong to the panel. The research proposal will also be subject to approval by the School's Ethics Committee.

- 4.8 In circumstances where a reassessment, because of its nature or timing, cannot with reasonable practicability be completed within the year of study to which it relates, the examiners may permit a candidate to proceed to the next year of the course on condition that:
- (1) the reassessment shall be arranged and completed as soon as practicable in accordance with a timetable to be stipulated by them; and
  - (2) the examiners shall consider the outcome of the reassessment at the earliest feasible opportunity.
- 4.9 A candidate who fails to satisfy the examiners in any reassessment of work completed in the first year and conducted in accordance with the regulations in this section shall normally be required to withdraw from the University.

## **5 SUBMISSION OF THE THESIS**

- 5.1 The degree shall be awarded on the recommendation of the examiners at the assessment or reassessment undertaken:
- 5.1.1 In the case of candidates registered for the degree of Doctor of Education, in respect of the thesis produced in the final year of study, provided that they are satisfied in all respects as to performance in the final assessment or permitted reassessment. In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The thesis should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of a new theory or the

revision of older views. The thesis shall not exceed 60,000 words in length.

5.1.2 In the case of candidates registered for the degree of Master of Education, in respect of the thesis produced in the final year of study, provided that they are satisfied in all respects as to performance in the final year assessment or permitted reassessment. In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to obtain appropriate conclusions from the research. The thesis should be presented in a clear and systematic manner and not exceed 30,000 words in length.

5.2 A candidate who wishes to submit a thesis must apply to the Head of Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last six months of the candidate's prescribed period of study provided that not more than the following times have elapsed since the date of registration as a candidate for the degree:

Doctor of Education

Initial date of registration before 30 September 2014	Four years
Initial date of registration after 1 October 2014 and before 30 September 2016	Five years
Initial date of registration after 1 October 2016	Six years

Master of Education

Initial date of registration before 30 September 2014	Two years
Initial date of registration after 1 October 2014 and before 30 September 2016	Two years
Initial date of registration after 1 October 2016	Two years six months

5.3 The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School (or nominee) concerned.

5.4 A candidate for the degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of advanced study and research, submit for approval to the appropriate Head of School (or nominee) the precise title of the thesis to be examined.

## 6 APPOINTMENT OF EXAMINERS

6.1 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two or more examiners for the thesis, at least one of whom shall be an external examiner. This recommendation shall normally be made not



later than three months before the expected date of the submission of the thesis.

## **7 EXAMINATION**

- 7.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of the submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 7.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 7.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners, and on the recommendation of the Head of School (or nominee), waive the requirement for the oral examination or agree to its replacement by an alternative form of assessment.
- 7.4 The examiners having examined the candidate shall send their joint final report and recommendation to the Head of School (or nominee) concerned. If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) of the School needs a further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.
- 7.5 The Head of School (or nominee) having considered the final report and recommendation of all the examiners shall then proceed in one of the following ways:

### **7.5.1 *Candidates for the degree of Doctor of Education***

- (1) if the thesis and performance in the oral examination are of sufficient merit they shall recommend that the candidate be approved for the award of the degree of Doctor of Education.
- (2) if the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Doctor of Education, subject to completion of minor corrections within six months.
- (3) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Education but there is reasonable expectation that the thesis, if revised, could reach the

standard required for the degree, the Head of School (or nominee) shall recommend:

*either:*

a) that the candidate be asked to submit a revised thesis

*or:*

b) that the candidate be given the option either of submitting a revised thesis or of being approved for the award of Master of Education.

A candidate who is given this option shall be allowed a period of not more than fourteen days from receipt of formal notification of the outcome of the examination to decide which of these alternatives to accept. A candidate who submits a revised thesis shall do so within one year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion.

- (4) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Education and the Head of School (or nominee) is not of the opinion that the candidate should be permitted to submit a revised thesis, they shall, if the thesis and performance in the oral examination are of sufficient merit for the degree of Master of Education recommend that the candidate be approved for the award of the degree of Master of Education (with or without corrections).
- (5) if the thesis and performance in the oral examination are not of sufficient merit to entitle the candidate to the degree of Master of Education they shall recommend that no degree be awarded.

#### **7.5.2 Candidates for the degree of Master of Education**

- (1) if the thesis and performance in the oral examination are of sufficient merit the Head of School (or nominee) shall recommend that the candidate be approved for the award of the degree of Master of Education.
- (2) if the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Master of Education, subject to completion of minor corrections within three months.
- (3) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Master of Education they shall recommend:

*either:*

  - (a) that the candidate be permitted to submit a revised thesis. Such a candidate shall submit a revised thesis within twelve months

and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;

*or*

(b) that no degree shall be awarded.

- 7.6 In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

## **8 FINAL SUBMISSION OF THESIS**

- 8.1 A candidate shall submit two copies of the research thesis in accordance with rules approved by the Senate.
- 8.2 If a candidate is approved for the award of the degree, the Head of Postgraduate Research (or nominee) shall deposit one copy of the research thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the School of Education and Lifelong Learning. The Head of the School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have written permission to consult it.

## **9 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES**

- 9.1 Candidates for the degree of Doctor of Education or Master of Education will be designated as Category A (including faculty of Schools and such other candidates as the Senate shall determine) or Category B. Candidates in Category B shall study the degree of Doctor of Education or Master of Education in accordance with Regulations 1 to 8 above. Category A candidates shall be permitted to proceed to the degree of Doctor of Education or Master of Education in accordance with Regulations 1 to 8, subject to the following modifications.
- 9.2 In the case of Category A candidates, references to the Head of School in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the Academic Director of Postgraduate Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category A candidate for the degree of Doctor of Education or Master of Education shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.
- 9.3 In the case of Category A candidates, references to the Head of School in Regulation 4 (Attendance, Assessment and Progress) shall be

interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.

- 9.4 In the case of Category A candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Appointment of Examiners) shall be interpreted as references to the Academic Director of Research Degree Programmes or to their nominee if they have a conflict of interest.
- 9.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category A candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

# **Regulations for the Degree of Doctor of Medicine**

## **1 SCOPE OF THESE REGULATIONS**

- 1.1 These regulations govern the awards of degrees of Doctor of Medicine. There are currently two different routes to the award of the degree of the Doctor of Medicine (MD). For the MD by Research route the candidate is required to submit a thesis; for the MD by Publication route the candidate will submit a body of published work. The MD by Publication route will no longer be available to new applicants from 1 October 2017 onwards. These Regulations will apply to both routes unless otherwise specified.
- 1.2 In these Regulations, unless explicitly stated otherwise, Head of School may be taken to refer also to the Chair of the NBI Graduate School Executive for candidates based in the Norwich Bioscience Institutes. The Head of School's nominee shall normally be the School Director of Postgraduate Research, and there may also be a nominated Institute Director of Postgraduate Research for candidates based in the John Innes Centre, Quadram Institute Bioscience, the Sainsbury Laboratory or the Earlham Institute.
- 1.3 A candidate may register for the degree of Doctor of Medicine in the Norwich Medical School at the University of East Anglia (Norwich Medical School).

## **2 GENERAL PRECONDITIONS TO AN AWARD**

- 2.1 Before being admitted to the degree of Doctor of Medicine at the University a candidate must:
- (1) Be approved by the Head of School (or nominee) as a candidate for the degree;
  - (2) Engage in advanced study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
  - (3) Undertake research in a field of study approved by the Head of School (or nominee);
  - (4) Satisfactorily present the results of the research and study in a thesis, or for the MD by Publication a body of published work, and pass such oral and other examinations as may be prescribed by these Regulations.
- 2.2 The supervisory team shall consist of at least two members of the University's academic staff, or research staff based at one of the Norwich Bioscience Institutes (NBI) and affiliated to the NBI Graduate School. Where approved by the Head of School (or nominee), a member of academic/research staff based at UEA or one of the Norwich

Bioscience Institutes, and an honorary appointed clinical lecturer/supervisor can constitute the supervisory team. In the latter case, the primary supervisor must be a member of the University's academic staff or research staff at an affiliated Graduate School, unless otherwise approved by the Academic Director of Research Degree Programmes.

2.3 The degree of Doctor of Medicine (MD) may be awarded by the Senate on the recommendation of the Head of the Norwich Medical School (or nominee) at the University of East Anglia to a candidate who:

- (1) Has held, for at least three years at the time of submission of thesis, a qualification which is recognised for registration by the General Medical Council for the United Kingdom.
- (2) Is either a Bachelor of Medicine/Bachelor of Surgery (MBBS) graduate of this University or a graduate of another approved university holding an appointment or an honorary appointment within a health or social care facility that has established research or teaching links with the University of East Anglia.
- (3) Has been employed for at least two years in appropriate clinical or scientific work, and has completed all the work for the degree during that employment.
- (4) Has fulfilled any other University requirements.

2.4 Candidates will normally register on 1 January, 1 April, 1 July or 1 October.

### **3 DURATION OF COURSE**

#### **3.1 Candidates submitting a thesis (MD by Research route)**

3.1.1 For candidates registering on the MD by Research route on or before 31 December 2017, the period of study and registration shall be two years. This shall be by part-time study at 0.5 FTE.

For full-time candidates registering from 1 January 2018, the period of study for the Doctor of Medicine shall be two years and there will be a registration-only period of one year and a total period of registration of three years.

For part-time candidates registering from 1 January 2018, the period of study for the Doctor of Medicine shall be four years and there will be a registration-only period of one year and a total period of registration of five years. Part-time study will be at 0.5 FTE.

Full-time candidates are expected to devote a minimum of four full days per week to their research; part-time candidates are expected to devote a minimum of two full days per week to their research. No candidate should complete more than two unrelated work/clinical sessions a week.

3.1.2 The above periods of study and registration shall be subject to the following exceptions:

- (1) The candidate may, with the permission of the Head of School (or nominee), spend not more than six months of the period of study at some other approved place of study or research. When the nature of the research requires that work should be undertaken elsewhere than in the University the Head of School (or nominee) may appoint an additional supervisor;
- (2) In cases where the Head of School (or nominee) deems it appropriate, a candidate's period of study and registration may be reduced by not more than six months;
- (3) Permission to extend the normal period of study by up to six months may be granted by the Head of School (or nominee) on the recommendation of the candidate's supervisor. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study and registration on the recommendation of the Head of School (or nominee);
- (4) The Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months. In such a case the Head of School (or nominee) may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

**3.2 Candidates submitting a body of published work (MD by Publication route)**

***For candidates registering on or before 30 September 2017 only  
Please note this route is no longer available to new applicants from  
1 October onwards***

3.2.1 For candidates submitting a body of published work the period of study and registration shall be twelve months prior to submission subject to the following exceptions:

- (1) In cases where the Head of School (or nominee) deems it appropriate, a candidate's period of study and registration may be reduced by not more than three months;
- (2) Permission to extend the normal period of study and registration by up to three months may be granted by the Head of School (or nominee) and the Academic Director of Research Degree Programmes may give special permission for further extensions to

the period of study and registration on the recommendation of the Head of School (or nominee);

- (3) The Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed six months. In such a case the Head of School (or nominee) may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

#### **4 PROGRESS AND PROBATION**

- 4.1 There shall be an annual review of the progress of each candidate in each year of the candidate's period of study and/or registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School (or nominee). For students registering on the MD by Research route from 1 October 2015 onwards, during their first year of registration (first two years for part-time students registering after 1 January 2018), the status of Doctor of Medicine students as doctoral candidates is probationary and the annual review meeting normally held in month 8 (or month 20 for part-time candidates registering after 1 January 2018), includes a Probationary Review Meeting to review their status.
- 4.2 The Probationary Review Meeting requires the involvement of an Internal Assessor who is not a member of the candidate's supervisory team. As part of the Probationary Review Meeting, the Internal Assessor should agree a joint recommendation with the supervisory team on the candidate's probationary status.
- 4.3 If there is evidence at a Probationary Review Meeting that the candidate is not making satisfactory progress or the Internal Assessor and the supervisory team do not agree in their recommendations, the candidate will be warned promptly in a formal letter from the Head of School (or nominee) that they may be asked to withdraw from the University. The letter will include an agreed clear list of measurable goals to be achieved and the timescale for achieving these. The candidate will also be required to attend a Second Probationary Review Meeting at which the Internal Assessor and supervisory team should reconsider the candidate's progress and agree a joint recommendation as to whether the candidate should be confirmed as a doctoral candidate. Where there is evidence that a candidate is not making satisfactory progress at the time of a Second Probationary Review Meeting they will normally be required to withdraw from the programme.
- 4.4 If the Internal Assessor and the supervisory team do not agree in their recommendations following the Second Probationary Meeting and consensus cannot be established by the Head of School (or nominee), the Head of School (or nominee) shall consider the evidence provided



through the Probationary Review process and form a view as to whether there is sufficient evidence on which to base a decision regarding the candidate's probationary status.

Where there is insufficient evidence or if for any other reason the Head of School (or nominee) needs a further opinion they shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional Internal Assessor who shall review the available evidence, meeting with the candidate where necessary, in order to make a recommendation to the Head of School (or nominee).

The Head of School (or nominee) shall act at all times in accordance with Research Degree Policy Document 12 'Guidelines for Probationary Review'.

- 4.5 The supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

## **5 SUBMISSION OF THE THESIS**

- 5.1 A candidate is normally required to submit a thesis of not more than 65,000 words to the satisfaction of the examiners.

- 5.2 Alternatively, subject to the approval of the Head of School (or nominee), a candidate registering on the MD by Publication route on or before 30 September 2017 may submit a substantial body of published work or works with a common theme embodying the result of their personal observation or research in some subject of Medicine. Such a submission should also include:

- (1) A list of the publications on which the assessment for the degree is to be based;
- (2) In cases where multi-authored works are included in the submission, evidence (preferably in the form of written confirmation by at least one co-author per published work) of the candidate's own original contribution to the work in respect of:
  - (a) design of the investigation
  - (b) conduct of the research
  - (c) analysis of the outcome
  - (d) preparation of the work for publication;
- (3) A critical analysis of the work submitted (normally 15,000-20,000 words).

- 5.3 The thesis or published work(s) must be deemed to make an original contribution to the field in some subject of Medicine to the satisfaction of the examiners.

- 5.4 *For candidates registering on or before 31 December 2017:*  
A candidate may submit for examination no earlier than three months before the end of the period of study and registration, providing that, not more than two years have elapsed since their registration as a candidate for the degree, notwithstanding Regulation 3.
- 5.5 *For candidates on the MD by Research route registering on or after 1 January 2018:* A candidate who wishes to submit a thesis shall apply to the Head of the Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last four months of the candidate's prescribed period of study provided that not more than three years for full-time candidates and five years for part-time candidates shall have elapsed from the date of approval as a candidate for the degree. The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School (or nominee).
- 5.6 A candidate for the degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of study and research, submit for approval to the Head of School (or nominee) the precise title of the thesis to be examined.

## **6 APPOINTMENT OF EXAMINERS**

- 6.1 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of submission.

## **7 EXAMINATION**

- 7.1 A candidate shall be examined orally on the submission and on subjects relevant to it. The examination shall normally be held within three months of the date of submission. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 7.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 7.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners, and on the recommendation of the Head of School (or nominee), waive the requirement for the oral examination or agree to its replacement by an

alternative form of assessment.

7.4 The examiners having examined the candidate shall send their joint final report and recommendation to the Head of School (or nominee). If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) needs a further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.

7.5 The Head of School (or nominee) having considered the final report and recommendation of all the examiners shall then proceed in one of the following ways:

7.5.1 ***Thesis and oral examination***

- (1) If the thesis and performance in the oral examination are of sufficient merit the Head of School (or nominee) shall recommend that the candidate be approved for the award of the degree of Doctor of Medicine;
- (2) If the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, the Head of School (or nominee) shall recommend that the candidate be approved for the award of the degree of Doctor of Medicine, subject to completion of minor corrections within three months;
- (3) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Medicine but there is a reasonable expectation that the thesis, if revised, could reach the standard required for the degree, the Head of School (or nominee) shall recommend that the candidate be asked to submit a revised thesis. A candidate who submits a revised thesis shall do so within one year, may be required to undergo further oral examination, and shall be required to pay a reassessment fee. A candidate shall not be allowed to submit a revised thesis on more than one occasion;
- (4) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Medicine and the Head of School (or nominee) is not of the opinion that the candidate should be permitted to submit a revised thesis, they shall recommend that no degree be awarded;

7.5.2 ***Substantial body of published work and oral examination***

*For candidates registering on the MD by Publication route on or before 30 September 2017 only*

- (1) If the published work and performance in the oral examination are of the standard required for the degree in all respects, the Head of School (or nominee) shall recommend that the candidate be approved for the award of the degree;

- (2) If the examiners have considered that the criteria for the award as set out in Regulation 5 above are not yet met but there is a reasonable expectation that they may be fulfilled if further publication(s) are achieved within twenty-four months, the Head of School (or nominee) shall recommend that the candidate be permitted an opportunity to make a revised submission within a period proposed by the examiners (not to exceed twenty-four months from the date of assessment). A candidate who is permitted and wishes to make a revised submission under this regulation:
- (a) shall be required to pay a reassessment fee
  - (b) may be required to undergo a further oral examination at the discretion of the examiners
  - (c) shall not be allowed to make a revised submission on more than one occasion;
- (3) If the examiners have considered that the criteria for the award are not met and that there is no reasonable expectation of their fulfilment within twenty-four months from the date of assessment, they shall recommend that no degree be awarded and that no reassessment be offered;

7.6 In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

## **8 FINAL SUBMISSION OF THESIS**

8.1 A candidate shall submit two copies of the thesis in accordance with rules approved by the Senate.

8.2 If a candidate is approved for the award of the degree the Head of the Postgraduate Research Service (or nominee) shall deposit one copy of the thesis in the University Library where it shall be available for consultation. The second copy shall be deposited with the Norwich Medical School or affiliated Graduate School concerned, as appropriate. The Head of School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have the candidate's written permission to consult it.

## **9 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES**

- 9.1 Candidates for the degree of Doctor of Medicine will be designated as Category A (including faculty of Schools and such other candidates as Senate shall determine) or Category B. Candidates in Category B shall proceed to the degree of Doctor of Medicine in accordance with Regulations 1 to 8 above. Category A candidates shall be permitted to proceed to the degree of the Doctor of Medicine in accordance with Regulations 1 to 8, subject to the following modifications.
- 9.2 In the case of Category A candidates references to the Head of School (or nominee) in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category A candidate for the degree of Doctor of Medicine shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.
- 9.3 In the case of Category A candidates, references to the Head of School (or nominee) in Regulation 4 (Progress and Probation) shall be interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.
- 9.4 In the case of Category A candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Appointment of Examiners) shall be interpreted as references to the Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest.
- 9.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category A candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

# **Regulations for the Degree of Professional Doctorate**

## **1 SCOPE OF THESE REGULATIONS**

- 1.1 These regulations govern the awards of degrees of Professional Doctorate (ProfD) and Professional Master's (ProfM).
- 1.2 The following degrees are covered by these Regulations:
  - Professional Doctorate in Health and Social Care
  - Professional Master's in Health and Social Care (exit award only)
- 1.3 Candidates may register for the degree of Professional Doctorate in Health and Social Care:
  - in the School of Health Sciences from 2018/19 onwards

## **2 GENERAL PRECONDITIONS TO AN AWARD**

- 2.1 Candidates registered for the degree of Professional Doctorate must normally possess a relevant Master's degree from this University or another approved university or a similar qualification approved by this University, as well as a minimum of three years' experience of relevant professional practice.
- 2.2 Candidates must submit evidence of adequate training and ability to undertake the proposed course of advanced study to the satisfaction of the Head of School (or nominee), be approved by the Head of School (or nominee) as a candidate for the degree and study in accordance with these Regulations.
- 2.3 Before being admitted to the degree of Professional Doctorate candidates must:
  - (1) undertake research in fields of study approved by the Head of School (or nominee);
  - (2) engage in advanced study under the direction of a teacher in the University appointed by the Head of School (or nominee). For the thesis, candidates will study under the direction of teachers in the University appointed by the School as the candidate's supervisory team;
  - (3) satisfactorily present the results of the research, study and training in research projects, essays and a research thesis and pass such academic assessments as may be required by these Regulations.

### 3 DURATION OF COURSE

- 3.1 The period of study for the Professional Doctorate shall be five years and the period of study for the Professional Master's shall be two years. In each case this shall be by part-time study at 0.4FTE. Candidates will initially register on the Professional Doctorate programme.
- 3.2 The Head of School (or nominee) may grant permission to extend the normal period of study by a specified period not in excess of six months on the recommendation of the academic supervisor. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study;
- 3.3 The Head of School (or nominee) may grant permission to interrupt the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months. In such a case they may also extend the period within which the thesis is to be submitted by not more than the length of the interruption. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study on the recommendations of the Head of School (or nominee).

### 4 ATTENDANCE, ASSESSMENT AND PROGRESS

4.1 A candidate shall attend lectures, seminars, tutorials and supervisions as prescribed by the School.

4.2 A candidate shall be subject to assessment as follows:

#### 4.2.1 *Professional Doctorate in Health and Social Care*

Year 1: 90 credits of Level 8 modules (Modules 1 and 2)

Year 2: 90 credits of Level 8 modules (Module 3)

Confirmation of progression to the thesis element of the Professional Doctorate is subject to successfully passing all 180 credits.

Years 3 to 5: Doctoral Thesis (up to 65,000 words),  
equivalent to 360 credits

#### 4.2.2 *Professional Master's in Health and Social Care*

Year 1: 90 credits of Level 8 modules (Modules 1 and 2)

Year 2: 90 credits of Level 8 modules (Module 3)

Passing all modules within Years 1 and 2 shall be necessary and sufficient for the exit award of Professional Master's in Health and Social Care, providing that either that (a) the candidate is not planning to continue on the Professional Doctorate in Health and Social Care; or (b) this is offered as in 7.5 below when the award of Professional Doctorate is not being recommended.

- 4.3 There shall be an annual review of work leading to the thesis, undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School (or nominee). The supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree;
- 4.4 In order to proceed to the thesis element of the Professional Doctorate programme a candidate must satisfy the Board of Examiners that there is a reasonable expectation that they will successfully complete the programme for the degree for which they are registered.
- 4.5 At the end of the first and second year the Board of Examiners shall review the candidate's progress to date. A candidate who has failed any module may be permitted by the Board of Examiners, on one occasion only, to be reassessed.
- 4.6 In circumstances where a reassessment, because of its nature or timing, cannot with reasonable practicability be completed within the year of study to which it relates, the Board of Examiners may permit a candidate to proceed to the next year of the course on condition that:
  - (1) the reassessment shall be arranged and completed as soon as practicable in accordance with a timetable to be stipulated by them; and
  - (2) the examiners shall consider the outcome of the reassessment at the earliest feasible opportunity.
- 4.7 A candidate who fails to satisfy the Board of Examiners in any reassessment of work completed in the first or second year and conducted in accordance with the regulations in this section shall normally be required to withdraw from the University.

## **5 SUBMISSION OF THE THESIS**

- 5.1 The degree shall be awarded on the recommendation of the examiners at the assessment or reassessment undertaken:
  - 5.1.1 In the case of candidates registered for the degree of Professional Doctorate in Health and Social Care, in respect of the thesis produced in the final year of study, provided that they are satisfied in all respects as to performance in the final assessment or permitted reassessment.



In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The thesis should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, and/or the development of a new theory or the revision of older views. The thesis shall not exceed 65,000 words in length.

- 5.2 A candidate who wishes to submit a thesis must apply to the Head of Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last six months of the candidate's prescribed period of study provided that not more than the following times have elapsed since the date of registration as a candidate for the degree:

Professional Doctorate in Health and Social Care: Six years

- 5.3 The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School (or nominee) concerned.
- 5.4 A candidate for the degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of advanced study and research, submit for approval to the appropriate Head of School (or nominee) the precise title of the thesis to be examined.

## **6 APPOINTMENT OF EXAMINERS**

- 6.1 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two or more examiners for the thesis, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

## **7 EXAMINATION**

- 7.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of the submission of the thesis. Exceptions to this

shall require approval by the Academic Director of Research Degree Programmes.

- 7.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 7.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the examiners and on the recommendation of the Head of School (or nominee), excuse the candidate from the oral examination or agree to its replacement by a written examination.
- 7.4 The examiners having examined the candidate shall send their joint final report and recommendation to the Head of School (or nominee) concerned. If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) of the School needs a further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.
- 7.5 The Head of School (or nominee) having considered the final report and recommendation of all the examiners shall then proceed in one of the following ways:

***Candidates for the degree of Professional Doctorate***

- (1) if the thesis and performance in the oral examination are of sufficient merit it shall recommend that the candidate be approved for the award of the degree of Professional Doctorate.
- (2) if the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, it shall recommend that the candidate be approved for the award of the degree of Professional Doctorate, subject to completion of minor corrections within six months.
- (3) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Professional Doctorate but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, the Head of School (or nominee) shall recommend either that the candidate be asked to submit a revised thesis or that the candidate be given the option either of submitting a revised thesis or of being approved for the award of Professional Master's providing that the required taught elements have been passed to allow an award of that degree. A candidate who is given this option shall be allowed a period of not more than fourteen days from receipt of formal notification of the outcome of the examination to decide which of these alternatives to accept. A

candidate who submits a revised thesis shall do so within one year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion.

(4) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Professional Doctorate and the Head of School (or nominee) is not of the opinion that the candidate should be permitted to submit a revised thesis, it shall recommend that the candidate be approved for the award of the degree of Professional Master's provided that the required taught elements have been passed to allow an award of that degree.

7.6 In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

## **8 FINAL SUBMISSION OF THESIS**

8.1 A candidate shall submit two copies of the research thesis in accordance with rules approved by the Senate.

8.2 If a candidate is approved for the award of the degree, the Head of Postgraduate Research (or nominee) shall deposit one copy of the research thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the School of registration. The Head of the School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have written permission to consult it.

## **9 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES**

9.1 Candidates for the degree of Professional Doctorate or Professional Master's will be designated as Category A (including faculty of Schools and such other candidates as the Senate shall determine) or Category B. Candidates in Category B shall study the degree of Professional Doctorate or Professional Master's in accordance with Regulations 1 to 8 above. Category A candidates shall be permitted to proceed to the degree of Professional Doctorate or Professional Master's in accordance with Regulations 1 to 8, subject to the following modifications.

9.2 In the case of Category A candidates, references to the Head of School in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the

Academic Director of Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category A candidate for the degree of Professional Doctorate shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.

- 9.3 In the case of Category A candidates, references to the Head of School in Regulation 4 (Attendance, Assessment and Progress) shall be interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.
- 9.4 In the case of Category A candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Appointment of Examiners) shall be interpreted as references to the Academic Director of Research Degree Programmes or to their nominee if they have a conflict of interest.
- 9.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category A candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

# Rules for the Submission of Work for Higher Degrees

## ***1 Theses submitted for Research Degrees***

A candidate must submit:

- (1) two copies of the work submitted, but doctoral candidates should see below. Any thesis must be written in English and presented in the required form.
- (2) three copies of an abstract of the thesis, not exceeding 300 words, in a form suitable for publication. If the candidate is awarded the degree, the University may publish this abstract in any manner approved by the Senate or by the Head of the School concerned.
- (3) a statement showing what part, if any, of the material offered has previously been submitted by the candidate for a degree in this or any other University and, if joint work is submitted, what part of it is the candidate's independent contribution.
- (4) a statement of the length of the thesis (which should include footnotes and the bibliography but not other, appendicised material) or of the length of the critical analysis where such an analysis is required.
- (5) a certificate from the primary supervisor that any required taught courses have been satisfactorily completed.
- (6) for the degrees of PhD by Publication, and of Doctor of Medicine where the candidate is submitting a body of published work, the bound copies of the work submitted must include a list of the publications on which the assessment for the degree is to be based, a critical analysis of the work submitted and, where multiauthored works are included in the list, written evidence of the candidate's own original contribution to the work in respect of:
  - (a) design of the investigation;
  - (b) conduct of the research;
  - (c) analysis of the outcome;
  - (d) preparation of the work for publication.

Copies of all the published work to be assessed must also be included, either bound together with the above or separately contained.

- (7) One copy of the thesis/submission shall be deposited in the University Library and the other in the School concerned.

Candidates should submit the Library copy of the thesis as an electronic copy in portable document format (pdf) on a CD, DVD or USB flash drive. The electronic copy must be submitted at the same time as the final version of the printed copy and should be identical to the printed version. Where redaction of

material from the thesis has been approved by the University, a copy of the redacted version of the thesis must also be submitted on the CD, DVD or USB flash drive.

The Library may also, in exceptional circumstances, accept a hard copy of the thesis where the form of the submission makes it difficult to accept in purely digital format, for example, where there are multiple objects that cannot be digitised. The Library will provide advice on this and exceptions will be agreed with the Head of Library Academic Services.

## **2 Rules for the Submission of Work for Higher Degrees (Taught Masters' Degrees)**

- (1) A candidate must submit two hard copies of the dissertation (or research project completed in place of a dissertation).
- (2) Both copies of the dissertation are for the purposes of assessment only. Where the School of registration wishes, students may subsequently be asked to deposit one copy of the dissertation with the School for the purpose of future consultation by students or staff.
- (3) The dissertation must be written in English, unless the subject of the dissertation dictates that it is partly written in another language (for example, where the subject of the dissertation is translation or a language).
- (4) The text of a dissertation shall, as far as possible, be typewritten on ISO A4 size paper of good quality.
- (5) The dissertation must be submitted for assessment in a secure soft binding sufficiently durable for the assessment process.
- (6) The volumes when submitted for assessment shall bear the registration number of the candidate, the title of the dissertation, the name of the degree for which the dissertation is submitted and the date of submission.
- (7) A volume deposited with the School shall bear the name of the candidate, the title of the dissertation, the name of the degree for which the dissertation is submitted and the date of submission. The title page should include the following words: "This copy of the dissertation has been supplied on condition that anyone who consults it is understood to recognise that its copyright rests with the author and that use of any information derived there-from must be in accordance with current UK Copyright Law. In addition, any quotation or extract must include full attribution."
- (8) Where a dissertation is deposited with a School following the assessment process and for the purpose of future consultation, it may be hard-bound or in portable document format (pdf) on a CD.

- (9) Diagrams, maps and similar documents may be submitted in a portfolio of any size or in the form of a CD-ROM and must bear equally the particulars mentioned in rule 6 (and rule 7) above.
- (10) When submitting the dissertation for assessment, a candidate must also submit a statement showing what part, if any, of the material contained in the dissertation has previously been submitted by the candidate for a degree in this or any other University.
- (11) When submitting the dissertation for assessment, a candidate must confirm that the work contained within the dissertation is their own (in accordance with the University's regulations relating to Plagiarism and Collusion) or, where joint work is submitted, what part of it is the candidate's independent contribution.
- (12) A statement of the length of the dissertation, which includes footnotes, but excludes appendices, bibliography and reference lists.

## **Rules for the Form of Theses (Research Degrees)**

(1) A candidate shall submit the thesis in a condition suitable for preservation in the University Library. A candidate should consult the Head of Library Academic Services as to the proper form of binding for the thesis or to the format of the electronic thesis submission.

(2) Two copies are required of the candidate. If a candidate is successful one copy of the thesis shall be deposited in the University Library and shall be allowed to leave it only on conditions approved by the Senate. The second copy shall be deposited with the School most concerned with the thesis. Candidates should submit the Library copy of the final version of their thesis, as approved by their Examiners, in electronic format in portable document format (pdf) on a CD, DVD or USB flash drive. The electronic copy must be submitted at the same time as the printed copy and should be identical to the printed version, which is deposited with the School. Where redaction of material from the thesis has been approved by the University a copy of the redacted version of the thesis must also be submitted on the CD, DVD or USB flash drive.

### *For hard copies of the thesis*

(3) The texts of theses shall, as far as possible, be typewritten on ISO A4 size paper of good quality and bound in a fixed binding of boards with black cloth back or other suitable binding. The volume shall bear the name of the candidate, the title of the thesis, the name of the degree for which the thesis is submitted and the date of submission. The title page should include the following words: "This copy of the thesis has been supplied on condition that anyone who consults it is understood to recognise that its copyright rests with the author and that use of any information derived there-from must be in accordance with current UK Copyright Law. In addition, any quotation or extract must include full attribution."

(4) Diagrams, maps and similar documents may be submitted in a portfolio of any size and must bear equally the particulars mentioned in rule (3) above.

(5) A candidate may with the permission of the Learning and Teaching Committee submit recorded material, such as audiotape, videotape and film, of not more than one hour's running length as supporting evidence. This must be in addition to a written thesis and not a substitute for any part of it. The examiners may require candidates to deposit copies of the recorded material with the thesis in the Library and in the appropriate School. Work submitted in non-book material form should be in a durable form suited to preservation over long periods. The item should be provided with an appropriate container approved by the Head of Library Academic Services and bearing on its exterior the particulars listed above (3).

### *In the case of the Musical Composition programme in the School of Music*

(6) Recorded material may be submitted when the musical work is able to exist (as in the case of types of electro-acoustic composition) only in recorded form.



*In the case of the Professional Practice programme in the School of Art, Media and American Studies*

(7) A substantial part of the thesis may be curatorial, archival, educational or creative in content. This will be represented in the thesis submission by a substantial dossier of practical work presented in an appropriate, accessible and enduring format.

*For all candidates*

(8) A candidate shall initially submit a thesis in electronic format and in a secure soft binding sufficiently durable for the assessment process. No Pass List will be issued after successful assessment until the thesis has been resubmitted in the form outlined in rules (1) to (6) above and the candidate has confirmed that no changes, other than any required by the examiners, have been made to any part of the thesis from that previously assessed. The Pass List will not be issued until both the print version and electronic version of the thesis have been deposited with the University.

(9) Whether soft-bound, hard-bound or in electronic format, all submitted research degree theses must be prepared in accordance with the instructions set out in the 'Research Degrees Policy Document 3: Submission, Presentation, Consultation and Borrowing of Theses'.

## Consultation and Borrowing of Theses

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