

Section A: Introduction

Part 1: Status and scope of the regulations

1 Status of the regulations

- 1.1 The Academic Board¹ is responsible for the overall academic standards of each award made by the University. The Vice-Chancellor, as Chair of Academic Board, approves all recommendations in respect of the conferment of awards.

These general examination and assessment regulations ('the regulations') have been approved by Academic Board, and apply to all taught courses which lead to an award of the University of Brighton.

Some courses may, additionally, lead to awards of various professional bodies. The regulations are consistent with the regulations of the various professional bodies which accredit courses taught at the University.

- 1.2 These regulations are effective from **1 October 2016**.

They apply to all students entering or continuing on courses in the **2016/17** academic year.

- 1.3 The regulations are reviewed annually to reflect major changes approved by the Academic Board and for the purpose of minor² and editorial change.

The University, as part of its on-going monitoring and periodic review of programmes, reserves the right to introduce changes to these examination and assessment regulations from time to time.

Details of any changes to the examination and assessment regulations are included in the index of these regulations and are available to students on Studentcentral. Students are advised to check the current version of the regulations in force at the time of registration.

2 Scope of the regulations

- 2.1 These regulations are supported by course-specific regulations which provide the detailed regulations for the course within the terms of this regulatory framework.

Course-specific regulations are normally approved as part of the validation process, and will be in accordance with the provisions of these regulations.

- 2.2 Course-specific regulations are included in the programme specification which is made available on the University's website. The information should:

- i. explain the basis on which students will be assessed for the award(s)³ and the requirements for students to be eligible for the award⁴;
- ii. relate the assessment requirements to the aims and objectives of the

¹ The committee of the University charged with the authority to ensure appropriate arrangements for the assessment of students' work; the evaluation of academic progress and the conferment of awards.

² Approved by Registrar and Secretary

³ Including the number and designation of modules to be attempted at each stage of study

⁴ In terms of minimum amount of credit to be achieved (including for a sandwich degree)

programme and the standard of the award(s);

- iii. provide details of:
 - any special assessment requirements associated with the award;
 - specific objectives of particular modules;
 - major fields of study;
 - other aspects of the student experience and the regulations for the admission of students, progression through the course and any progression requirements and whether or not the course is modular and hence whether it has a tiered scheme of examination boards;
 - the maximum registration period for the course.
- iv. specify the circumstances under which:
 - a student's course is deemed to be completed by virtue of the number and type of modules which have been studied as part of the programme of study, and the circumstances under which any exception would be permitted;
 - a student is not permitted to continue on his/her programme of study, including the circumstances under which such a decision might be made mid-way through the session;
 - a student may be permitted to substitute a module for another if the outcomes of the module have been met by RPL.

The assessment regulations must cover all assessments, at whatever point in the programme they are undertaken, that determine a student's progression within a course, or that formally contribute to the recommendation of an award. Where the course structure is such that students may proceed from one level or stage to another and qualify for an award at each stage, the assessments for each level will be the assessments for an award.

In addition, the regulations of any PSRB which apply to the course⁵ should also be included in the programme specification e.g. the maximum number of referrals permitted at each stage of study and the maximum amount of credit to which compensation may apply.

Programme specifications are approved annually by the appropriate School Academic Scrutiny Committee.

2.3 These regulations complement:

- i. the [Statutory and General Regulations](#) of the University, which set out the legal and regulatory framework of the University;
- ii. the [Common Academic Framework](#) which protects and enhances the University's collective academic standards through the use of a shared and common framework for the design and structure of the University's awards;
- iii. the University's *Assessment policy* (section J) which provides a framework for summative assessment and an internal reference point for the development of locally-based assessment policies that support and safeguard standards, enhance learning and teaching and are valid, fair and reliable.

⁵ Refer section A3

2.4 The regulatory framework for courses which lead to joint awards between the University of Brighton and the University of Sussex is set out in the [Regulations for degrees, diplomas and certificates awarded jointly by the University of Sussex and the University of Brighton](#) (available from Staffcentral).

2.5 Procedural guidance relating to examination boards can be found in section E10 and in the Guidance provided by Student Administration and Systems, Academic Services, available from <https://staff.brighton.ac.uk/reg/sa/Pages/home.aspx>.

3 Exceptions to the regulations

3.1 Some exceptions to these regulations are permitted when approved at validation, with the approval of the Chair of Academic Board. Each of these possible exceptions is specified within the main text of these regulations.

3.2 Where a course team considers that such an exception is necessary, it should propose the exception to the validation panel. If the panel agrees that the exception would be appropriate, the Chair of the panel should write to the Vice-Chancellor after the event, recommending that an exception be granted.

The Chair of Academic Board will not generally be minded to agree such exceptions unless they are required by a professional body associated with the course, or some other strong case can be made.

4 Publication of the regulations

The University's *General Examination and Assessment Regulations for taught courses* is updated and published annually on the University's website.

The regulations are set out in the University of Brighton Student Contract. <https://www.brighton.ac.uk/studying-here/student-contract.aspx>

Information concerning important changes to the regulations is published on Studentcentral.

5 Information to students about the regulations

5.1 The full regulations for the course (these regulations together with the course-specific regulations) must be made available to students, usually through a Course Handbook⁶ which may include the programme specification.

Copies of all regulations should also be made available to external examiners.

5.2 Students are entitled to information about the summative assessment and academic feedback for their course (**refer B2**).

5.3 Students have the right of appeal against a decision of an Examination Board in accordance with the University's appeals procedure (**refer section H**).

Students should be given information of the grounds on which they may request a review of an Examination Board decision.

⁶ For minimum requirements for a Course Handbook refer the [Course approval process](#) document.

Part 2: Credit and modularity

6 Credit

- 6.1 All courses (except MPhil/PhD) leading to an award of the University are credit-bearing. These are known as CATS points (Credit Accumulation and Transfer System). CATS points refer to notional learning hours, where 10 CATS points is equivalent to 100 hours of learning.
- 6.2 The relevant credit is awarded to a student who demonstrates that he/she has achieved the specified learning outcomes, and not for 'time served'.
- 6.3 Failure to achieve the specified learning outcomes at the appropriate level will result in the award of no credit for the module. Credit cannot be awarded at a lower level than the level of the module.
- 6.4 A Course Examination Board may, at its discretion, award some credit by compensation at the end of each stage of study in a student's programme (**refer C6**).

7 Recognition of prior learning (RPL)

- 7.1 Regulations governing the recognition of prior learning can be found in the University [Policy for Managing the Recognition of Prior Learning \(RPL\)](#), available from Staffcentral.
- 7.2 The maximum amount of credit that can be awarded by RPL can be found in award tables in sections D1.1 and D4.1.

8 Modules

- 8.1 All courses offered by the University are made up of modules which are described in terms of their extent, learning outcomes and assessment. These, rather than the mode of delivery or place in the course structure, determine the basis upon which modules are assigned a specific number of credits at a given level.
- 8.2 The University's standard academic year is made up of two semesters. Some modules may run over both semesters and in order for certain courses to gain professional accreditation they may need to extend the academic year beyond the second semester. Masters awards are normally offered on a year-long basis.
- A standard full-time undergraduate programme consists of 120 credits per academic year.
A standard full-time postgraduate (taught) programme consists of 180 credits per year.
- 8.3 All modules will have a credit rating of a whole-number multiple of 10 points (for example 10, 20, 30, 40). The associated hours of total student learning are measured pro rata.
- 8.4 Award classifications are determined by an algorithm whereby marks are weighted according to the module credit value.

- 8.5 Each module has learning outcomes which are commensurate with one of five credit levels - level 4, level 5, level 6, level 7 and level 8. An individual module cannot be offered at more than one level. Level 0 is reserved exclusively for foundation year courses.
- 8.6 Each module is assessed independently during the semester(s) in which it is delivered. The assessment regime is specified in the module specification.
- 8.7 Modules can be common to more than one course but each module has its own assessment criteria which apply irrespective of the course that utilises the module. Methods for recording performance in an individual module are specific to that module and not to the courses utilising the module.
- 8.8 The designation of the module for each of the courses should be specified when the module is approved according to the following criteria:
- | | |
|------------|---|
| Mandatory | a module that must be taken and passed |
| Compulsory | a module that must be taken but may be compensated for if failed |
| Optional | a module that may be taken to broaden the programme of study and which may be compensated for or replaced by an alternative optional module in the event of academic failure and as agreed by the Course Examination Board. |
- 8.9 Course-specific regulations for undergraduate courses may allow for a limited number of modules to be incorporated into a stage of study at a lower level than would normally be associated with that stage.
- An example is where an introductory technical module (level 4/stage 1) in a specialist area is used as a stage 2 module for a non-specialist course that requires only basic technical knowledge.
- 8.10 A module is the responsibility of one, and only one, Area Examination Board, or exceptionally Course Examination Board.
- 8.11 The final element in a Masters award will normally be valued at 60 credits at level 7.
- Under the MRes generic framework, the research component of an MRes course is 100 credits at level 7.
- 8.12 Modules may be linked as follows:
- | | |
|--------------|--|
| prerequisite | a pre-requisite module must be passed, or studied, before the study of the module which requires it can be commenced |
| co-requisite | one module must be studied co-terminously with another. |

Part 3: Student registration and eligibility for assessment

9 Registration for an award

- 9.1 Students need not, in the first instance, register for an award. They may register at the University and study modules on a stand-alone basis, for example as part of their continuous professional development and, optionally, without taking the associated assessment, although they will thereby forfeit the right to be awarded credit for the module.

Except where a full-time student is subject to external funding requirements or where professional body regulations indicate otherwise, there is no requirement for a minimum amount of credit to be studied each year.

- 9.2 Students are required to register for an award no later than the commencement of the study of the final module required by the award. Students may not register for an award having already completed the course of study leading to that award or where they would have exceeded the maximum registration period for the award.

In the case of an Honours degree, students must have registered prior to the commencement of any level 6 dissertation/project required by the award, and in the case of a Masters award prior to the commencement of any level 7 final element.

Students who do not in the first instance register for an award, but have the intention of doing so at some later date, cannot necessarily be guaranteed that the award will be available at the time of registration.

- 9.3 A student may not register concurrently for more than one full-time programme of study leading to a degree, diploma or certificate of the University.

- 9.4 In the case of intercalated degrees, the University will permit a second registration where this second programme supports and significantly contributes to the main programme. Where a student is intercalating on a University of Brighton degree the student will have two active registration records. The period of registration period for the main degree is extended accordingly. Where the intercalated degree is outside the University of Brighton the student's registration record indicates an intercalating status.

- 9.5 Students studying on a part-time basis at the University may be registered for more than one programme of study i.e. all part-time (with the permission of the University), providing there is no substantial overlap in content between programmes and that the principle that students normally study for no more than 120 credits per academic year, exceptionally 140 credits, is upheld.

- 9.6 With the exception of specific research training courses, a candidate shall only be permitted to register for another course of study concurrently with the research degree registration if either the research degree registration is itself part-time or the other course of study is part-time, and then only provided that the supervisory team considers that the dual registration will not detract from the research.

9.7 Once a student has registered on an award he/she is required to complete that award within the maximum period of registration allowed under the course regulations (**refer A15**).

10 Intermission (temporary withdrawal)

10.1 If a student wishes to intermit i.e. suspend his/her studies on the course, he/she should apply in writing, stating the reason(s) to support the request, to the Course Leader who shall decide whether such a request can be granted. Any period of intermission must have an approved start and an approved return date (where possible) which, in the latter case, should take account of the academic coherence and requirements of the course for which the student is registered. Students who experience difficulties with their studies due to personal reasons (e.g. health, financial) and are considering withdrawing from the University are encouraged to seek advice from Student Services and/or their Student Support and Guidance Tutor.

10.2 Intermission is not a student right and is permitted only at an appropriate stage of the course as determined by the Course Leader, normally at the end of a given semester, term or stage of study i.e. after completion of all assessment(s) in a module(s).

Where a student encounters exceptional circumstances, such as medical or health-related grounds which prevent them from being able to attend and complete a module they are registered on, they may be permitted to intermit during a module and the Course Leader may require appropriate evidence to be provided⁷.

10.3 The duration of intermission will normally be a period within the formally designated university's academic year structure i.e. a semester, term or whole academic year.

The maximum period of registration for a course is inclusive of any periods of intermission. In exceptional circumstances a student may request to extend the maximum period of registration (refer A15.2 for criteria which includes any PSRB requirements).

10.4 The Course Leader shall have discretion to impose appropriate conditions on the student's readmission to the course after intermission. In particular, the student's academic programme cannot be guaranteed to resume following readmission as if no interruption had occurred, and the timing and modes of the various assessments following readmission may be varied at the discretion of the Course Examination Board.

10.5 An Examination Board will only seek to determine the outcome of a module where all assessments have been submitted by the student prior to intermission. The student will receive credit for any modules which have been passed and the result ratified by a Course Examination Board. Where a student has intermitted during a module the results of any assessment(s) taken will be retained on the student's record and the attempt of any assessment(s) that falls after the date of the student's intermission will be deferred until the student is able to return to study.

⁷ Intermission during a module is intended to relieve the student of a disadvantage but not to put the student at an advantage to other students

- 10.6 A student is not entitled to undertake any assessment opportunities during the period of intermission.
- 10.7 Where a student has intermitted and returned to study, their award and classification (where appropriate) will normally be in accordance with the assessment scheme in operation at the stage in which they are finally assessed. Where there is a mismatch between modules taken and those required under the current assessment scheme for an award, an Examination Board may use its discretion to agree an appropriate course of action.
- 10.8 It is the student's responsibility to make him/herself familiar with any changes which have taken place during his/her absence, including changes to regulations, assessment policy or practice, and course syllabus. The Course Leader shall inform the student of this requirement.
- 10.9 A student cannot demand (re)assessment in a module which is no longer offered by the University (**refer C7**).

11 **Withdrawal from the university**

Where a student has withdrawn from study at the University, a Course Examination Board will determine the outcomes of any assessments completed prior to withdrawal and which will appear on the student's transcript.

The Course Examination Board will also make decisions about the eligibility of the student to receive an exit award.

12 **Re-admission to the university**

Where a student has withdrawn from the University they may apply for re-admission to the University following normal admissions procedures. Modules taken and passed may be subject to RPL at the discretion of the Admissions Tutor.

13 **Student exclusion⁸ on academic grounds**

13.1 Exclusion after failure at assessment

- 13.1.1 Where a student has failed to meet the criteria for progression to the next stage of a course or to qualify for an award, including after any permitted reassessments, the Course Examination Board has the authority to decide whether the student is failed and excluded from the course on the following grounds:

- i. *irredeemable failures* - the student is unable to meet the course requirements due to irredeemable failures. In the absence of any PSRB requirements, the guideline is offered that failure in at least 60 credits for every 120 credits studied (or *pro rata* for other modes of study) might lead to exclusion;

⁸ A student may also be excluded (temporarily or permanently) from the University for breaches of the University's disciplinary procedures and the non-payment of tuition fees. Also refer to the University's Fitness to Practise Procedure in relation to concerns regarding a breach of professional standards.

- ii. *number of assessment attempts* - the student has exhausted the maximum number of assessment attempts for mandatory module(s), as set out in these regulations;
 - iii. *maximum registration period* - the student will be unable to redeem failures within the maximum period of registration of the course, as set out in these regulations;
 - iv. *academic misconduct* - the student has been found guilty of major academic misconduct by an Academic Misconduct Panel.
- 13.1.2 A student failing to meet the requirements of a Course Examination Board or course regulations may be excluded from the course.
- 13.1.3 Due consideration must be given to the possibility of the retrieval of failure through reassessment. The Course Examination Board may not recommend that the student be excluded on the grounds of assessment failure alone without the possibility of reassessment being taken into account.
- 13.1.4 The decision to exclude a student should be made at the end of a stage of study.
- 13.1.5 The grounds for making the decision to exclude a student will be recorded in the minutes of the examination board meeting.
- 13.1.6 In cases where the decision of the Course Examination Board is to fail and exclude the student, the examination board should also consider whether the student is eligible for an exit award, if appropriate.
- 13.1.7 A student so excluded has the right to request a review of an Examination Board decision, in accordance with the University's appeal procedure (**refer section H**).
- 13.2 Exclusion on academic grounds other than failure at assessment
- 13.2.1 Students may also be excluded on academic grounds for reasons other than failure at assessment such as non-attendance or where students have, as a consequence of their own actions, placed themselves in a position where they are unable to meet the requirements of the course.
- For issues related to fitness to practise, refer to the University [Fitness to Practise Procedure](#) (available from Studentcentral).
- 13.2.2 Recommendations that students be excluded on these grounds are considered by the relevant Board of Study or Progression Review Panel⁹. Student members of the Board of Study may not participate in any such discussion or decision and must withdraw from the meeting. Members of the teaching staff may make such recommendations but may not individually take such decisions.
- 13.2.3 Such decisions of the Board of Study or Progression Review Panel constitute recommendations to the Vice-Chancellor, as Chair of Academic Board, who is ultimately responsible for the decisions to exclude.
- A student so excluded has the right to appeal to the Academic Appeals Committee of the Academic Board (**refer section H annex**).

⁹ Refer [University of Brighton Code of Practice and regulations for Research Degrees](#)

14 Assessment following exclusion through debt

Where a student has been excluded from their course for a period through debt, the submission of assessed work and attendance at examinations are not permitted, where these fall during the period of exclusion. Where assessed work has not been completed or an examination(s) missed, a 'held' decision should be recorded on the student's record.

The Course Examination Board has the discretion to approve, on a case-by-case basis, any appropriate steps which it requires the student to take in the event of re-admittance, in order to retrieve any gaps in their assessment record.

15 Maximum period of registration

15.1 The maximum period of registration for courses refers to the maximum period of time a student is permitted to complete the course, and is calculated from the date of first registration on the course¹⁰ to the date of the student's final award and is inclusive of any periods of repeat study, intermission and intercalation¹¹. It is applicable to both full-time and part-time modes of study.

PSRB requirements may specify completion of awards accredited in a shorter time than University norm. The duration of study and maximum period of registration for the course are approved at the validation of the course and should be stated in course handbooks for students (**refer D1.1, D4.1**).

15.2 In exceptional circumstances a student may request to extend the maximum period of registration.

A specified period of extension to the maximum period of registration may be approved by the Registrar and Secretary subject to consideration of the following:

- i. the student has experienced significant mitigating circumstances (e.g. serious and persistent health problems or significant long-term disability), documented with appropriate evidence, that prevent completion of the course within the published maximum period;
- ii. there are no PSRB requirements which would prohibit the proposed extension;
- iii. there is a supporting statement from the Head of School confirming that the extension is deemed to be reasonable and in the best interest of the student, that the student has made satisfactory academic progress to date and that the standard of the award achieved will not be compromised as a result of the extension.

All requests should be made, in the first instance, to the Quality and Standards Manager (Academic Standards and Assessment) and normally before the end of the maximum period of registration.

There is no right of appeal against the decision of the Registrar and Secretary.

¹⁰ In cases of students following a modular CPD package, this would be from first study of a module

¹¹ applicable to BM BS