



UNIVERSITY of  
**BRADFORD**

**EMERGENCY ACADEMIC  
REGULATIONS FOR POSTGRADUATE  
TAUGHT AWARDS  
2019/20**

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# **Emergency Academic Regulations for University of Bradford Postgraduate Taught Awards**

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## **1. Introduction**

1.1 These Emergency Academic Regulations were approved by Senate on 14 May 2020 under Force Majeure provisions set out in Addendum 1 of the Standard Regulations. (Regulations 2, and 7)

1.2 Wherever possible, the principles and provisions of the standard Academic Regulations are retained in full and where amendments have been made these are designed to support student achievement while maintaining academic standards and the integrity of the University's awards.

1.3 In operationalising these Emergency Regulations through the University's administrative processes and system of academic governance, every effort will be made to enact standard procedures.

## **2. Application of the Regulations**

### **2.1 Status and Scope**

**2.1.1 Scope:** These Emergency Regulations will supervise all University of Bradford Taught Postgraduate awards regardless of location or mode of delivery. They will apply in their entirety to all such awards and to all students undertaking those awards, unless formal exemption has been approved by, or on behalf of, Senate.

**2.1.2 Awards of the University Offered by Partner Institutions:** Where other institutions deliver awards of the University under partnership or franchise arrangements, those institutions and awards are bound by these Emergency Regulations unless formal exemption has been approved by, or on behalf of, Senate.

**2.1.3 Duration and Authority:** Subject to approved exemptions (see Section 2.2), these Regulations will apply to all students studying programmes of the University that have been affected by emergency conditions or until the Vice-Chancellor (or nominee) formally rescinds their authority and application.

### **2.2 Exemption from the Regulations**

Exemption from these Emergency Assessment Regulations must be sought from and approved by Senate.

**2.2.1 Approval:** Exemption from these Emergency Regulations will normally only be approved if one or more of the following criteria is met:

- To meet specified requirements or expectations of Professional, Statutory' and Regulatory Bodies (PSRBs) or other such external bodies that accredit awards of the University.
- To meet specified requirements of bodies/organisations/agencies that sponsor students to study at the University or otherwise require students to provide particular evidence of engagement/study.
- To enable international exchange students to complete specific requirements of their home university/institution
- Where students are studying specific programmes, and/or studying in specific modes and/or are at a point in their studies where only a small proportion of the overall credit for the target award has been affected.
- To enable specific cohorts of students or individual students to transfer to another University or Higher Education Provider.

Any such exemption must be approved by, or on behalf of, Senate. A list of approved exemptions is maintained and published on the University website.

### **3. General Provisions**

#### **3.1 Recognition of Prior Learning**

The standard Regulations and procedures relating to the Recognition of Prior Learning shall apply.

#### **3.2 Academic Integrity**

The standard Regulations and procedures relating to Academic Integrity shall apply. This includes, but is not limited to, the use of the Statement of Authenticity for the submission of work online.

#### **3.3 Academic Misconduct**

The standard Regulations and procedures relating to Academic Misconduct shall apply.

#### **3.4 Extensions on Assessed Work**

All students will be permitted an automatic 14-day extension for all non-time bound assessments submitted between 1 March 2020 and 30 June 2020. The University will review this timeframe in light of the emergency conditions and reserves the right to extend the period if necessary.

#### **3.5 Extenuating Circumstances**

##### **3.5.1 Claims for Extenuating Circumstances for assessments with a deadline before 1 March 2020**

The standard Regulations and procedures relating to Extenuating Circumstances shall apply to all assessments with a submission deadline between 16 September 2019 and 28 February 2020.

##### **3.5.2 Claims for Extenuating Circumstances assessments with a deadline after 1 March 2020**

All students will automatically be granted Extenuating Circumstances from the 1 March 2020 up to 30 June 2020 subject to the following conditions.

###### **3.5.2.1 Award of Extenuating Circumstances where no submission is made**

Where a student is unable to make a submission for the stated deadline for assignments up to 30 June 2020 (inclusive of the right to a 14-day extension detailed in Section 3.4), no formal claim needs to be submitted. Such claims will be approved by way of automatic right and no evidence shall be required to substantiate the case. The appropriate Assessment Committee or Board of Examiners will defer consideration of the affected module(s) until a subsequent meeting and confirm that the student is entitled to an additional attempt without penalty (i.e. at the same attempt number).

###### **3.5.2.2 Award of Extenuating Circumstances where performance has been negatively impacted**

Where a student has made a submission for an assignment by the stated deadline for assignments up to 30 June 2020 (inclusive of the right to a 14-day extension detailed in 3.4), but feels that their performance has been compromised, a claim can be submitted to have extenuating circumstances taken into account by the appropriate Assessment Committee or Board of Examiners. Claims must be submitted within ten working days of the date results are released.

Such claims will be approved by way of automatic right and no evidence shall be required to substantiate the case. The appropriate Assessment Committee or Board of Examiners will defer consideration of the affected module(s) until a subsequent meeting and confirm that the student is entitled to an additional attempt without penalty (i.e. at the same attempt number).

### **3.5.2.3 Award of Extenuating Circumstances where component(s) has been previously been failed**

Where a student has failed an assignment with a submission date up to 30 June 2020 (inclusive of the right to a 14-day extension detailed in 3.4), no formal claim needs to be submitted and such claims will be approved by way of automatic right. The appropriate Assessment Committee or Board of Examiners will defer consideration of the affected module(s) until a subsequent meeting and confirm that the student is entitled to an additional attempt without penalty (i.e. at the same attempt number).

## **3.6 Penalties for the Late Submission of Work**

Notwithstanding the provisions set out in Sections 3.4. and 3.5, the standard Regulations and penalties for the late submission of work shall apply.

## **3.7 Notification of Assessment Results**

Notwithstanding the provisions set out in Section 3.7.1 the standard procedures and arrangements for the notification of results shall apply.

### **3.7.1 Communication of Results to Students**

Notwithstanding any changes to the published academic calendar, standard procedures and arrangements for the communication of results to students shall apply. Where changes to the published academic calendar are approved, these shall be communicated to students at the earliest opportunity.

## **3.8 The Award of Fall Back / Intermediate Awards**

The standard Regulations and procedures relating to the conferral of intermediate / Fall Back awards shall apply.

## **3.9 Suspension of Studies**

Where possible, the standard Regulations and procedures relating to the suspension of studies shall apply. In instances where this would unduly disadvantage a student or cohort of students, an additional 1 year of suspension may be granted.

## **3.10 Student Withdrawal**

The standard Regulations and procedures relating to student withdrawal shall apply.

## **3.11 Maximum Period of Registration**

Notwithstanding the provisions described in Section 3.9, Wherever possible, the standard Regulations relating to the maximum period of registration should be applied.

However, a Board of Examiners may exercise its discretion to authorise an extension to the University's normal Maximum Period of Registration where it deems a student would be treated unfairly or otherwise be unduly disadvantaged if the standard regulations were applied.

### **3.12 Posthumous Awards**

The standard Regulations and procedures relating to the conferral of Posthumous Awards shall apply.

### **3.13 Aegrotat Awards**

The standard Regulations and procedures relating to the conferral of Aegrotat Awards shall apply.

### **3.14 Revocation of Awards**

The standard Regulations and procedures relating to the revocation of awards of the University shall apply.

### **3.15 Right to Academic Appeal**

The standard Regulations and procedures relating to the academic appeal shall apply subject to the following amendment:

Appeals must be submitted within 20 working days of date results are released.

## **4. The Assessment of Students**

### **4.1 Academic Governance**

Subject to the amendments set out in 4.1.1 and 4.1.2, the University's system of academic governance employed to oversee and determine the outcome of student assessment will be utilised to discharge the Emergency Assessment Regulations.

#### **4.1.1 Operation of Assessment Committees and Boards of Examiners in Exceptional Circumstances.**

In recognition of the exceptional circumstances necessitating the implementation of these Emergency Academic Regulations, a revised set of Terms of Reference will supervise decision-making with respect to ratifying marks, approving reassessment opportunities, and conferring awards. These Terms of Reference are set out in Appendix A.

Each meeting of an Assessment Committee and Board of Examiners will make judgements on student performance within its revised terms of reference and minute the basis on which decisions are made. The outcomes of its deliberations will be recorded in the Student Information System (SITS) using the approved codes.

#### **4.1.2 Operation of Interim Boards of Examiners**

An interim Board of Examiners shall be held at the end of the taught component of each programme and normally before the commencement of the dissertation/project. The interim Board will consider performance on taught modules, offer Supplementary Assessment where necessary, and recalculate the Safety Net Baseline in line with Section 6.2.4.1

### **4.2 Module Assessment**

The standard pass criteria for all modules shall apply. Where a waiver has previously been approved detailing non-standard or additional pass criteria, this shall stand.

### **4.3 Supplementary Assessment**

The standard Regulations relating to Supplementary Assessment shall apply.

#### **4.3.1 The Timing of Supplementary Assessment**

Standard arrangements for the timing of Supplementary Assessment may be extended or rescheduled due to the prevailing exceptional circumstances.

### **4.4 Module Failure after Supplementary Assessment**

The standard Regulations relating to Supplementary Assessment shall apply.

### **4.5 Substitution of Modules**

The standard regulations and procedures relating to the substitution of modules shall apply.

## **5. Eligibility for Award**

The Standard regulations relating to award eligibility apply. Students will only be considered for an award of the University if they have satisfied the general credit requirements for the award and have satisfied the specific outcomes of the programme set out in the Programme Specification.

### **5.1 Eligibility for the Award of Degree of Master**

Standard eligibility criteria and credit requirements for the award shall apply.

### **5.2 Eligibility for the Award of Postgraduate Certificate**

Standard eligibility criteria and credit requirements for the award shall apply.

### **5.3 Eligibility for the Award of Postgraduate Diploma**

Standard eligibility criteria and credit requirements for the award shall apply.

### **5.4 Eligibility for the Award Certificate of Continuing Education**

Standard eligibility criteria and credit requirements for the award shall apply.

## **6. Grading of Awards**

### **6.1 General Provisions**

The grading of University of Bradford postgraduate taught awards shall be modified in accordance with the application of the Academic Performance Safety Net as set out in 6.2 and 6.3.

Only credit obtained through study on University of Bradford programmes can be used to calculate overall grades, including calculations that utilise the Safety Net Baseline described below. Credits obtained through study at other higher education providers or through the provisions set out in the Recognition of Prior Learning (RPL) Policy may contribute towards an award of the University but marks and/or grades associated with that credit will not be used for the purposes of grading awards.

### **6.2 Academic Performance Safety Net**

#### **6.2.1 General Principles**

The Academic Performance Safety Net establishes a benchmark of student performance/achievement below which the overall results for a postgraduate taught programme cannot fall. This benchmark is called the Safety Net Baseline.

The Academic Safety Net will constitute an average derived from actual performance/achievement in ‘unaffected assessments’ undertaken in the current academic year.

An ‘unaffected assessment’ is defined as any assessment or examination with a submission date before 1 March 2020.

#### **6.2.1.1 Use of Rounding in Calculating Marks, Averages, and Safety Nets**

Standard regulations will apply to the use of rounding in component and module marks, and in stage averages, award Averages and the calculation of degree classification. The Safety Net Baseline will be shown to one decimal place. Rounding to the nearest whole number will not apply to the calculation of the Safety Net Baseline, or to the calculation of the difference between the Safety Net Baseline and the award average.

Where the Safety Net Baseline is provisional (as described in Section 6.2.4 and 6.2.6) it will be shown to one decimal point. Rounding to the nearest whole number will not apply to any calculation using the Provisional Safety Net Baseline for the purposes of calculating the Firm Safety Net Baseline.

#### **6.2.2 Reliability Tolerance of the Academic Performance Safety Net**

The calculation of the Safety Net Baseline must be based on a mean mark derived from sufficient credit for it to provide a reliable indication of achievement. This is defined as the reliability tolerance of the Safety Net.

For Taught Postgraduate awards, the reliability tolerance will be the equivalent of 50% the total credits comprising the award (normally 90 credits).

### **6.2.3 Calculation of the Safety Net Baseline**

The University will determine the credit value of all the assessments in the 2019/20 academic year with submission dates before 1 March 2020 taking into account both the number of credits for the respective module(s) and the percentage contribution of each assessment to the module.

A total, credit-weighted, average of all these assessments will be calculated.

If the total credit value of the unaffected assessments meets the threshold reliability tolerance (i.e. is  $\geq 50\%$  of the total credits comprising the Award), then the credit-weighted average of those assessments will determine the Firm Safety Net Baseline.

If the total credit value of the unaffected assessments in the current academic year does not meet the threshold reliability tolerance (i.e. it is less than 50% of the credits comprising Award), then a Provisional Safety Net Baseline will be established according to the method described in 6.2.4.

### **6.2.4 Calculation of the Provisional Safety Net Baseline**

In instances where the reliability tolerance is not met to establish a Firm Safety Net Baseline from unaffected assessments as described in 6.2.3 a Provisional Safety Net Benchmark will be calculated using the weighted mean average of unaffected assessments.

#### **6.2.4.1 Reviewing the Provisional Safety Net Baseline**

Boards of Examiners will meet in June, on an interim basis, to ratify the marks for completed modules and offer any Supplementary Assessment opportunities before dissertations/projects and/or other remaining assessments are completed.

Interim Boards of Examiners will recalculate the credit-weighted mean using all results on the programme up to that point and compare it with the Provisional Safety Net Baseline. The Board shall then establish a revised Safety Net Baseline in confirming one of the following outcomes:

- The Baseline remains provisional since insufficient assessment has been completed to meet the reliability tolerance and the provisions described in 6.2.6 will be used for the purposes of determining overall grades.
- Where the recalculated credit-weighted mean meets the reliability tolerance and exceeds the Provisional Safety Net Baseline then this shall stand the Firm Safety Net Baseline and will be used for the purposes of determining overall grades as described in Section 6.2.5.
- Where the recalculated credit-weighted mean meets the reliability tolerance and is not more 5 percentage points below the Provisional Safety Net Baseline then the Board of Examiners shall ratify Provisional Safety Net Baseline as the Firm Safety Net Baseline and it will be used for the purposes of determining overall grades as described in Section 6.2.5.
- Where the recalculated credit-weighted mean meets the reliability tolerance but is more than 5 percentage points below the Provisional Safety Net Baseline then the Committee shall determine that the Firm Safety Net Baseline will be the weighted mean of affected and unaffected assessments and it will used for the purposes of determining overall grades as described in Section 6.2.5

## **6.2.5 Use of the Safety Net Baseline in determining overall grades**

### **6.2.5.1 If the Award Average exceeds the Firm Safety Net Baseline**

If the credit-weighted mean of ratified marks for all assessments that contribute to the Award exceeds the Firm Safety Net Baseline, then this shall stand as the overall result and be used for the purposes of determining overall grades in accordance with the boundaries defined in Section 6.3-7.6.

### **6.2.5.2 If the Safety Net Baseline exceeds the Award Average**

If the credit-weighted mean of ratified marks for all assessments that contribute to the Award is lower than the Firm Safety Net Baseline, then the Baseline shall stand as the overall result and be used for the purposes of determining overall grades in accordance with the boundaries defined in Section 6.3-6.6.

## **6.2.6 Use of the Provisional Safety Net Baseline in determining overall grades**

Following the completion of the programme, Boards of Examiners will compare the Provisional Safety Net Baseline with the credit-weighted mean of all relevant modules.

### **6.2.6.1 If the Award Average exceeds the Provisional Safety Net Baseline**

If the credit-weighted mean of ratified marks for all assessments that contribute to the Award exceeds the Provisional Safety Net Baseline, then this shall stand as the overall result and be used for the purposes of determining overall grades in accordance with the boundaries defined in Section 6.3-6.6.

### **6.2.6.2 If the Provisional Safety Net Baseline exceeds the Award Average by no more than 5p.p**

If the Provisional Safety Net Baseline exceeds the credit-weighted mean of ratified marks for all assessments that contribute to the Award by no more than 5 percentage points, then the Baseline shall stand as the overall result and be used for the purposes of determining overall grades in accordance with the boundaries defined in Section 6.3-6.6.

### **6.2.6.3 If the Provisional Safety Net Baseline exceeds the Award Average by more than 5p.p**

If the Provisional Safety Net Baseline exceeds the credit-weighted mean of ratified marks for all assessments that contribute to the Award by more than 5 percentage points, then Board shall determine that the overall result will be the weighted mean of affected and unaffected assessments and be used for the purposes of determining overall grades in accordance with the boundaries defined in Section 6.3-6.6.

## **6.3 Grading of the Award of Degree of Master**

Subject to the application of the Academic Performance Safety Net described in Section 6.2, the standard regulations relating to the grading of the Award of Degree of Master shall apply.

#### **6.4 Grading of the Award of Postgraduate Diploma**

Subject to the application of the Academic Performance Safety Net described in Section 6.2, the standard regulations relating to the grading of the Award of Postgraduate Diploma shall apply.

#### **6.5 Grading of the Award of Postgraduate Certificate**

Subject to the application of the Academic Performance Safety Net described in Section 6.2, the standard regulations relating to the grading of the Award of Postgraduate Certificate shall apply.

#### **6.6 Grading of Certificates of Continuing Education**

The University's award of Certificate of Continuing Education is awarded without grades.

# **Appendix 1: Terms of Reference Governing the Operation of University Assessment Committees and Boards of Examiners Convened to Execute the Emergency Academic Regulations**

## **1. Introduction and Principles**

1.1 The following outlines the constitution and terms of reference for the University's Assessment Committees and Boards of Examiners convened to execute the Emergency Academic Regulations.

1.2 Assessment Committees and Boards of Examiners are responsible, under the delegated authority of Senate, for the operation of the decision-making process relating to marks/grades, progression, and awards. Decisions of Committees/Boards in respect of assessment results, progression, and the conferment of awards constitute recommendations to the Awards Subcommittee of Senate.

1.3 Each Assessment Committee and Board of Examiners convened under these Emergency Terms of Reference will make judgments on student performance within its respective terms of reference set out below. It will minute the basis on which decisions are made and record these in the Student Information System (SITS) using the approved codes.

## **2. System of Assessment Committees and Boards of Examiners**

2.1 The University operates a two-tier system, conducted sequentially through Assessment Committees and Board of Examiners, to determine the outcome of student assessment. This system shall continue to operate in the execution the Emergency Academic Regulations, albeit with modifications to the standard functions and powers of each tier as defined in the respective terms of reference below.

## **3. Scheduling of Assessment Committees and Boards of Examiners**

3.1 Assessment Committees and Boards of Examiners will be scheduled in such a way as to best facilitate student progression and completion.

3.2 The scheduling of Assessment Committees will be determined locally by the relevant Faculty in consultation with Programme Administration the and the Directorate of Learning, Teaching and Quality Enhancement.

3.3 The scheduling of Boards of Examiners will be determined centrally by Programme Administration in consultation with the relevant Faculty and the Directorate of Learning, Teaching and Quality Enhancement.

3.4 Where appropriate/necessary, Assessment Committees and Boards of Examiners may be scheduled to run consecutively as a single event, but each meeting must be held independently in accordance with its constitution and terms of reference.

3.5 The Director of Learning, Teaching and Quality Enhancement and University Registrar must be notified of the date, time, and venue of all meetings of an Assessment Committee and Board of Examiners.

## **4. Terms of Reference for Assessment Committee**

### **4.1 Establishment, Purpose, and Scope of an Assessment Committee**

4.1.1 Faculties shall establish an Assessment Committee for each of its programmes/awards in accordance to the provisions set out in Section 3. Every module delivered by the respective Faculty must be included within the scope of one such Assessment Committee.

4.1.2 The Assessment Committee is responsible for considering student performance on individual modules comprising a programme of study and ratifying the assessment results for those modules in accordance with the appropriate Academic Regulations. The Assessment Committee will forward these results to the relevant Board(s) of Examiners.

4.1.3 An Assessment Committee may not alter any academic regulation.

4.1.4 In ratifying results, the Assessment Committee will pay due regard to the maintenance of academic standards and the fairness and consistency of the assessment process.

4.1.5 An Assessment Committee may delegate the tasks defined within its terms of reference to the Chair. Any such delegation must have clear justification and be recorded in the minutes. Any actions taken under Chair's Action on behalf of the Committee shall be reported at its next meeting (*refer, Section 6*).

### **4.2. Membership and Operation of an Assessment Committee Convened Under the Emergency Academic Regulations**

4.2.1 An Assessment Committee convened under these Emergency Terms of Reference will as a minimum normally have the following membership:

- Chair: Normally the Faculty Associate Dean (Learning and Teaching), or nominee (nominees shall normally be another senior member of the Faculty who is independent of the programme and/or subject area(s) under consideration and who has undertaken the required training).
- The Programme Leader responsible for the programme(s) to which the modules being considered contribute.
- The External Examiner(s) associated with the modules under consideration (*refer, Section 4.2.3*).
- The appropriate LTQE Business Partner.
- The Secretary to the Assessment Committee.

At the discretion of the Chair, the following may be asked to attend the meeting if it is deemed their presence is necessary for effective decision-making:

- The Module Leader, or nominee, of each module being considered.
- A Programme Leader of an associated programme or pathway.
- Any other members of academic staff and those others who have been approved by the Faculty Board as Internal Examiners for the modules to be considered by the Assessment Committee.
- Any person(s) who in the opinion of the Chair could assist in the deliberations of the Assessment Committee in an advisory capacity. Such persons may not vote.

The following have the right to attend an Assessment Committee convened under the Emergency Academic Regulations:

- Chair of Senate, or nominee.
- Independent observer nominated by the Director of Learning, Teaching and Quality Enhancement. Observers may not vote

4.2.2 There will be no formal numerical quorum established for meetings of an Assessment Committee convened under the Emergency Academic Regulations. Quoracy shall be determined by the Chair. Quorum will not be established without the presence of the Chair.

4.2.3 If an External Examiner is not able to attend the meeting of the Assessment Committee, they must be notified of the outcomes *ex post facto* and be invited to endorse the decision/results. Subject to 4.2.3.1, all decisions taken by the Assessment Committee remain provisional until confirmed/endorsed by the appropriate External Examiner(s).

4.2.3.1 If it not possible to secure endorsement from an External Examiner in time to pass the results to the relevant Board(s) of Examiners, the Chair shall ratify the decisions and notify the External Examiner(s) accordingly.

4.2.3.2 No specific approval needs to be sought if an External Examiner is not able to attend a meeting of an Assessment committee. However, where no External Examiner is in attendance, the Director of Learning, Teaching, and Quality Enhancement must be notified in advance of the commencement of the meeting.

4.2.4 All members of the Assessment Committee shall have equal standing and shall enjoy equal voting rights.

4.2.4.1 Should there be a difference of opinion between the Internal Examiners and the External Examiner(s) relating to the confirmation of individual module marks or other decisions of the Assessment Committee that cannot be satisfactorily resolved by the close of the meeting, the issue shall be resolved by the Chair under delegated authority (*refer, Section 4.5*).

The Internal and External Examiner(s) will present their views to the Chair and these, along with the decision of the Chair, will be recorded in minutes of the Assessment Committee. The decision of the Chair will be final.

### **4.3 Functions of Assessment Committees**

4.3.1 To receive the minutes of the previous meeting of the Committee, consider any matters arising, and note any business undertaken by Chair's action.

4.3.2 To ensure all decisions made about the outcomes of assessment, student performance, and the confirmation of marks are taken with due regard for the principles of equity, impartiality, and consistency.

4.3.3 To ensure all decisions made by the Committee are taken in accordance with the appropriate Emergency Academic Regulations, including, where necessary, any approved variance to or waiver from those Regulations.

4.3.4 To determine and ratify the marks for the assessment of individual students registered on modules considered by the Committee, taking into account any Extenuating Circumstances which have been approved or are otherwise pending approval.

4.3.4.1 An Assessment Committee has the authority to change the marks/grades of individual students or scale the marks for specific assessments or module(s). Any such changes must be undertaken in reference to the cohort as a whole and with due regard for the equity of the assessment process. The agreement of the appropriate External Examiner(s) should be sought for any such changes.

Where the Committee has agreed to change and/or scale marks, the Chair will be responsible for notifying any other Faculties whose students have studied those modules. Such notification must be made prior to meeting of the Board(s) of Examiners considering the performance of those students.

4.3.4.2 An Assessment committee is not permitted to adjust marks/grades by systematic normalisation (for example, in reference to marks of a previous cohort or to match any particular distribution of marks).

4.3.5 To determine and authorise the Supplementary Assessment arrangements in respect of students who have not satisfied the criteria to pass a module under consideration and notify the relevant Board of Examiners of such arrangements and/or the outcomes of those arrangements.

4.3.6 To implement the penalty reached in the event of it being established that a student has breached the Regulations Relating to Academic Misconduct.

4.3.7 To act in accordance with the outcome of any appeals, made through the University's Academic Appeal Procedures, which have been upheld.

4.3.8 To monitor student performance in relation to module marks and statistical data and confirm that the standards achieved in the modules under consideration are being maintained and are consistent with comparable standards in the sector.

4.3.9 To meet any additional expectations required by Professional, Statutory and Regulatory Bodies (PSRBs) or other such external bodies.

4.3.10 To agree what actions shall be delegated to the Chair (*refer, Section 4.5*).

#### **4.4. Conduct of Meetings of Assessment Committees**

4.4.1 Decisions about student performance on each module will be taken on the basis of the evidence before it from the outcomes of assessments only, without reference any other evidence submitted by the student or members of the Assessment Committee.

4.4.2 When making decisions about individual student performance, the Assessment Committee will normally only discuss those students who have failed to satisfy the requirements of the assessments.

4.4.3 The proceedings of an Assessment Committee shall be confidential to its members, the relevant Faculty Board, and the Senate.

4.4.4 Minutes shall be taken at each meeting of an Assessment Committee.

4.4.5 The Minutes of an Assessment Committee shall remain within the purview of the Committee but shall, in appropriate circumstances, be made available to other University Committees and

Officers, the Director of Learning Teaching, and Quality Enhancement, the Academic Registrar, and the Appeals and Complaints Officer.

4.4.6 Under no circumstances may decisions/results be communicated to students until they have been formally ratified by the Committee and by means other than the formal process agreed by the University.

4.4.7 The Faculty shall, within ten working days of the decision of an Assessment Committee issue to all students individually, in confidence and in writing, the decision of the Committee concerning their own overall performance, including any requirements to undertake Supplementary Assessment along with details of the assessment task(s).

#### **4.5 Delegated Authority (Chair's Action)**

An Assessment Committee convened under the Emergency Academic Regulations may delegate its responsibilities to the respective Chair in relation to recommendations concerning an individual student, or groups of students. Delegated responsibility should normally only be exercised in exceptional cases, for example:

- i. To correct errors in and/or rectify omissions to the assessment marks and/or module results presented to an Assessment Committee.
- ii. To consider module results for a very small number of students where it is not practical to (re)convene an Assessment Committee.
- iii. To ratify decisions in the absence of securing the timely endorsement of the External Examiner(s)
- iv. To make a decision on differences of opinion between Internal and External Examiners that could not be satisfactorily resolved during a meeting of the Assessment Committee.
- v. To approve changes to a student's assessment marks and/or module results following Academic Appeal.

## **5. Terms of Reference for Boards of Examiners**

### **5.1 Establishment, Purpose, and Scope of a Board of Examiners**

5.1.1 A Board of Examiners will be established for each award assessed and conferred by the University in accordance to the provisions set out in Section 3. Every award will be included within the scope of one such Board of Examiners.

5.1.2 A Board of Examiners is responsible, on behalf of Senate, for considering the overall profile of each student registered on a programme of study and for making decisions in accordance with the appropriate Academic Regulations, including decisions on compensation, progression, reassessment, referral, restudy, and the conferment and classification of awards.

5.1.3 Boards of Examiners receive the decisions made by the associated Assessment Committee(s) and will automatically endorse all such decisions concerning ratified marks/grades. In addition, Boards will consider the eligibility for reassessment (where such decisions have not been made by an Assessment Committee), and deferred assessment.

5.1.4 Under no circumstances may a Board of Examiners change the marks/grades of individual students or groups of students that have been ratified by a properly constituted Assessment Committee.

5.1.5 A Board of Examiners may not alter any academic regulation, including those approved as a variance to or waiver from the Emergency Academic Regulations.

5.1.6 In making decisions and determining outcomes, the Board of Examiners will pay due regard to the maintenance of academic standards and the fairness and consistency of the assessment process.

5.1.7 A Board of Examiners may delegate the tasks defined within its terms of reference to the Chair. Any such delegation must have clear justification and be recorded in the minutes. Any actions taken under Chair's Action on behalf of the Board shall be reported at its next meeting (*refer, Section 6*).

### **5.2. Membership and Operation of a Board of Examiners Convened Under the Emergency Academic Regulations**

5.2.1 A Board of Examiners convened under these Emergency Terms of Reference will as a minimum normally have the following membership:

- Chair: Nominee of the Vice-Chancellor (nominees shall be a senior member of the University who is independent of the programme and/or subject area(s) under consideration and who has undertaken the required training).
- The Programme External Examiner(s) associated with the Awards(s) under consideration.
- ADLT of the Faculty responsible for the programme(s) being considered.
- The Programme Leader responsible for the programme(s) being considered contribute.
- The appropriate LTQE Business Partner.
- The Secretary to the Board.

At the discretion of the Chair, the following may be asked to attend the meeting if it is deemed their presence is necessary for effective decision-making:

- Any person(s) who in the opinion of the Chair could assist in the deliberations of the Assessment Committee in an advisory capacity. Such persons may not vote.

The following have the right to attend an Assessment Committee convened under the Emergency Academic Regulations:

- Chair of Senate, or nominee.
- Independent observer nominated by the Director of Learning, Teaching and Quality Enhancement. Observers may not vote.

5.2.2 There will be no formal numerical quorum established for meetings of a Board of Examiners convened under the Emergency Academic Regulations. Quoracy shall be determined by the Chair. Quorum will not be established without the presence of the Chair.

5.2.3 If an External Examiner cannot attend a meeting either in person or virtually (through, for example, Skype, MS Teams, or other telephone or video conferencing platforms technologies), the Chair must obtain the approval of the Vice-Chancellor (or nominated delegate) in advance the Board of Examiners to take place. This should be recorded in the minutes.

5.2.4 If the External Examiner(s) is not able to attend the meeting of the Board, they must be notified of the outcomes *ex post facto* and be invited to endorse the decision/results. Subject to  
 5.2.4.1. All decisions taken by a Board of Examiners remain provisional until confirmed/endorsed by the appropriate External Examiner(s).

5.2.4.1 If it not possible to secure endorsement from an External Examiner before the stated date by which students shall be notified of results, the Chair shall ratify the decisions and notify the External Examiner(s) accordingly. This must be recorded in the minutes as a secretary note and the Vice-Chancellor notified.

5.2.5 All members of the Board of Examiners shall have equal standing and shall enjoy equal voting rights.

5.2.5.1 Should there be a difference of opinion between the External Examiner(s) and the Board that cannot be satisfactorily resolved by the close of the meeting, the issue shall be resolved by the Chair under delegated authority (*refer, Section 5.5*)

The Board and External Examiner(s) will present their views to the Chair and these, along with the decision of the Chair, will be recorded in minutes of the Board. The decision of the Chair will be communicated to the Vice-Chancellor for approval.

### **5.3. Functions a Board of Examiners**

5.3.1 To receive the minutes of the previous meeting of the Board, consider any matter arising, and note any business undertaken by Chair's action.

5.3.2 To ensure all decisions made about individual students are taken with due regard for the principles of equity, impartiality, and consistency.

5.3.3 To ensure all decisions made by the Board are taken in accordance with the appropriate Academic Regulations, including, where necessary, any approved variance to or waiver from those Regulations.

5.3.4 To consider all information that is pertinent to reaching a decision on the overall performance of each student. This includes, but may not be limited to:

- The decisions of the associated Assessment Committee (including those in respect of the ratification of marks/grades; the arrangements for and/or outcomes of reassessment; the recommendation(s) and/or outcomes of any investigation and/or appeal).
- Any credit awarded to the student through the Recognition of Prior Learning procedures.
- Details of approved extensions on assessed work.
- Any approved or pending Extenuating Circumstances.

5.3.5 To confirm the award and progression results for individual students with regard to credit and award requirements.

5.3.6 To confirm if a student is eligible to progress to the next Stage of the programme, including whether they are permitted progress while being referred in up to 40 credits.

5.3.7 To confirm the Safety Net Baseline or Provisional Safety Net Baseline of relevant students and, where necessary, review or otherwise make ‘firm’ Provisional Baselines in accordance with the Emergency Academic Regulations.

5.3.8 To confer awards, and, where appropriate, the class or grade of the award, to individual students who have completed the requirements for the award . This shall include awards made under Aegrotat procedures or awards conferred posthumously.

5.3.9 To confer intermediate / fall-back awards to eligible students who have withdrawn from the University or who are otherwise unable to continue on their programme of studies.

5.3.10 To confirm if a student’s overall performance in a single Stage of a programme should be permitted to compensate for failure in up to the equivalent of 20 credits in accordance with the appropriate Emergency Academic Regulations.

5.3.11 To decide if student will be permitted to resit failed modules, with or without attendance, in accordance with the appropriate Emergency Assessment Regulations.

5.3.12 To consider the profile of part-time students and either:

- a) Make a formal progression decision if the minimum profile for progression has been achieved; or
- b) Confirm their eligibility to continue their studies into the next academic year.

5.3.13 To implement the appropriate penalty in the event of it being established that a student has breached the Regulations Relating to Academic Misconduct.

5.3.14 To consider the deficiencies in student profiles that require students to progress under referral or otherwise prevent progression or completion of their programme and agree appropriate actions relating to the provision of academic advice and related support and guidance.

5.3.15 To make final decisions regarding a student’s eligibility to continue on their programme of study and, where necessary, confirm the termination of registration.

5.3.16 To monitor data on student performance and confirm that the standards achieved in the awards under consideration are being maintained.

5.3.17 To meet any additional expectations required by Professional, Statutory and Regulatory Bodies (PSRBs) or other such external bodies.

5.3.18 To agree what actions shall be delegated to the Chair and to confirm that all such actions will be reported to the Board at its next meeting (*refer, Section 5.5*).

#### **5.4. Conduct of Meetings of Boards of Examiners**

5.4.1 Decisions about student progression and achievement will be taken on the basis of the evidence before the Board only.

5.4.2 When making decisions about individual student performance, the Board of Examiners will normally only discuss in detail those students who have not met the required profile for progression or eligibility criteria to be conferred their intended award.

5.4.3 The proceedings of a Board of Examiners shall be confidential to its members, the relevant Faculty Board, and the Senate.

5.4.4 Minutes shall be taken at each meeting of a Board of Examiners.

5.4.5 The Minutes of a Board of Examiners shall remain within the purview of the Board but shall, in appropriate circumstances, be made available to other University Committees and Officers, The Director of Learning Teaching, and Quality Enhancement, the Academic Registrar, and the Appeals and Complaints Officer.

5.4.6 Under no circumstances may decisions/results be communicated to students until they have been formally ratified by the Board and by means other than the formal process agreed by the University.

5.4.7 The University shall, within ten working days of the decision of a Board of Examiners, issue to all students individually, in confidence and in writing, the decision of the Board, including, where necessary, details of the Individual Student Support Plan the Faculty will provide to support students in their studies.

#### **5.5 Delegated Authority (Chair's Action)**

A Board of Examiners convened under the Emergency Academic Regulations may delegate its responsibilities to the respective Chair in relation to recommendations concerning an individual student, or groups of students. Delegated responsibility should normally only be exercised in exceptional cases, for example:

- i. To correct errors in and/or rectify omissions to the information presented to a Board of Examiners.
- ii. To consider module results for a very small number of students where it is not practical to (re)convene a Board of Examiners.
- iii. To ratify decisions in the absence of securing the timely endorsement of the External Examiner(s)
- iv. To make a decision on differences of opinion between the Board and External Examiners that could not be satisfactorily resolved during a meeting of the Board.
- v. To approve changes to outcomes and/or decisions results following Academic Appeal.