



UNIVERSITY of  
BRADFORD

**EMERGENCY ACADEMIC  
REGULATIONS FOR UNDERGRADUATE  
AWARDS  
2019/20**

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# Emergency Academic Regulations for University of Bradford Undergraduate 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 Undergraduate awards, including those programmes with an associated Foundation Year, regardless of location or mode of delivery. They will apply in their entirety to all Undergraduate programmes, including integrated Masters, 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 the 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 certain 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 subject to the following amendments.

#### **3.8.1 The award of a CertHE for students considered under Cohort Progression arrangements**

Where students have been progressed from Stage 1 to Stage 2 of an undergraduate programme under the emergency Cohort Progression provisions set out in Section 5.6.2, students who subsequently fail to meet the requirements to progress to the next Stage of the programme or otherwise choose to withdraw from their programme of studies shall not be entitled to be awarded a Certificate of Higher Education.

In such cases, students shall be offered the opportunity to restudy relevant modules to achieve the requirements of the award or otherwise be conferred a Certificate of Continuing Education if sufficient module credit has been attained to merit its award.

Where students have been progressed from Stage 1 to Stage 2 of an undergraduate programme under the emergency Cohort Progression provisions set out in Section 5.6.2, and subsequently progress to a later Stage of the programme then the general Level 4 Stage credit will contribute to any higher-level intermediate awards.

### **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**

The University's two-tier system of academic governance employed to oversee and determine the outcome of student assessment will be utilised to discharge the Emergency Assessment Regulations. This system is conducted sequentially through Assessment Committees and Boards of Examiners.

#### **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 supplementary assessment opportunities, progressing students between Stages of a programme, 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.

### **4.2 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**

#### **4.3.1 Limit to Supplementary Reassessment**

Students who fail any module at the first or second attempt will be provided with an opportunity as of right to make good the failure through reassessment. There is no limit to the number of modules eligible for supplementary assessment.

#### **4.3.2 The Timing of Supplementary Assessment**

Subject to the provisions relating to Referral detailed in Section 4.4. supplementary assessment will normally take place during the formally designated supplementary assessment period. This period may be extended or rescheduled due to the prevailing exceptional circumstances.

#### **4.3.3 Calculation of Module Marks following Supplementary Assessment**

The standard Regulations and procedures relating to the calculation and capping of marks following supplementary assessment shall apply.

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

#### **4.4.1 Referral (Trailing Credits)**

Students will be permitted, as of right, to progress to the next Stage of the programme and trail up to a maximum of 40 module credits in order to attempt the module(s) again without attendance. This is subject to the following criteria:

- i. The student has not previously been permitted to trail the module(s).

The standard Regulations and procedures relating to the calculation and capping of marks following referral shall apply.

#### **4.5 Repeating Modules or a Stage of a Programme**

Notwithstanding the provisions set out in Section 4.4.1, the standard regulations relating to repeating modules or a Stage of a programme shall apply subject to the following amendment.

Where a student does not meet the appropriate progression profile set out in 5.6.1 to 5.6.4 below, if the total number of credits failed is over 40 credits and up to a maximum of 70 credits, students will be required to repeat modules with attendance.

Where a student does not meet the appropriate progression profile set out in 5.6.1 to 5.6.4 below, if the total number of credits failed is 80 credits or more students will be required to repeat the stage with attendance

The amendments will apply regardless of the attempt status of the modules up to a maximum of 3 attempts.

The standard Regulations and procedures relating to the calculation and capping of marks following supplementary assessment shall apply.

#### **4.6 Substitution of Modules**

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

## **5. Progression**

### **5.1 Scope and Application**

The Emergency Academic Regulations governing student progression apply to all University of Bradford Undergraduate and Integrated Masters awards, including those programmes with an associated Foundation Year unless specific exemption has been approved by, or on behalf of, Senate.

### **5.2 General Principles of Progression**

A student will automatically progress from one Stage of the programme to the next if the requirements of the current Stage have been satisfied. These are defined in Section 5.6.

### **5.3 General Provisions**

With the exception of the provisions detailed in Section 5.4 relating to part-time students, the appropriate Board of Examiners will make a formal progression decision for every student registered on a University of Bradford Award. This includes the provisions set out in the standard Regulations to to:

- a) Pass the student and confirm that they are able to progress to the next Stage of the programme.
- b) Confirm module compensation in up to 20 credits at each Stage of a programme. In such cases, credits will be awarded to the compensated module. The details of this are set out in Section 5.5.
- c) Implement the outcomes and/or recommendations of Academic Misconduct procedures;
- d) Defer consideration of a student's results until a subsequent meeting of the Board.
- e) Confer primary target awards or intermediate awards.
- f) Withdraw a student from their programme of study if, having exhausted all opportunities to retrieve failure, the required progression profile has not been achieved.

In addition, the Emergency Regulations permit Boards to:

- g) Condone the non-completion of modules and award general stage credit in circumstances where Cohort Progression is permitted as defined in Sections 5.6.1 and 5.6.2.
- h) Refer students in up to 40 credits and confirm such credit will be trailed into the next Stage. Such students will be progressed notwithstanding the trailed module(s). The details of this are set out in Section 4.4.1.

### **5.4 Management and Progression of Part-time Students**

The appropriate Board of Examiners will consider the profile of each part-time student registered on a University of Bradford Award. However, a formal decision on progression, including the award of compensation, will only be taken when the student has met the minimum profile for progression set out in Section 5.6. Until such a time the appropriate Assessment Committee or Board of Examiners has the power to:

- a) Confirm that the student is able to continue their studies into the next academic year
- b) Offer supplementary assessment opportunities;
- c) Implement the outcomes and/or recommendations of Academic Misconduct procedures;
- d) Defer consideration of a student's results until a subsequent meeting.
- e) Confer intermediate awards;
- f) Withdraw a student from the programme.

## **5.5 Compensation of Failed Module(s)**

The standard Regulations and procedures relating to the compensation of failed modules, the award of credit, and the calculation of module marks shall apply.

## **5.6 Progression between the Stages of a Programme**

### **5.6.1 Progression between Stage 0 and Stage 1 (Cohort Progression)**

Subject to approved exceptions, students will automatically be entitled to progress to Stage 1 of an appropriate University of Bradford programme under emergency Cohort Progression provisions if they meet or exceed the following profile:

- i. Be enrolled on the appropriate modules of a relevant University of Bradford Foundation Studies programme on 1 March 2020.
- ii. Be a current student (status defined in SITS) of the University at the time the Board meets.
- iii. No unresolved investigation(s) relating to allegations of academic misconduct in assessments which contribute towards credit for the stage
- iv. No breach to the academic misconduct regulations has been found to have been committed in modules which contribute towards credit for the stage.

Where this profile is achieved the student will be permitted to progress to Stage 1 of an appropriate programme.

### **5.6.2 Progression between Stage 1 and Stage 2 (Cohort Progression)**

Subject to approved exceptions, students will automatically progress to Stage 2 of the programme under emergency Cohort Progression provisions if they meet or exceed the following profile:

- i. Be enrolled on the appropriate modules of a relevant University of Bradford degree programme on 1 March 2020.
- ii. Be a current student (status defined in SITS) of the University at the time the Board meets.
- iii. No unresolved investigation(s) relating to allegations of academic misconduct in assessments which contribute towards credit for the stage
- iv. No breach to the academic misconduct regulations has been found to have been committed in modules which contribute towards credit for the stage.

Where this progression profile is achieved the student will be permitted to progress to Stage 2 of the programme.

### **5.6.3 Progression between Stage 2 and Stage 3**

In order to progress to the next stage of the programme students must have attained or exceeded the following profile:

- i. Passed 80 module credits in the current Stage;
- ii. Attained 120 credits in any and all previous Stages of the programme;

Where this progression profile is achieved the student will be permitted to progress to the Stage 3 of the programme.

### **5.6.4 Progression between Stage 3 and Stage 4 (for Integrated Master's programmes)**

In order to progress to the next stage of the programme students must have attained or exceeded the following profile:

- i. Passed 80 module credits in the current Stage;
- ii. Attained 120 credits in any and all previous Stages of the programme;

Where this progression profile is achieved the student will be permitted to progress to the Stage 4 of the programme.

Where this progression profile is achieved the student will be permitted to progress to the next Stage of the programme.

### **5.6.5 Progression trailing Referred Modules**

Where a student has passed 80 module credits in the current Stage and has attained 120 credits in any and all previous Stages of the programme, the Board of Examiners will confirm that the student is permitted to progress to the next Stage of the programme.

Where Boards progress students under these provisions, they shall also require the production of an individual Student Support Plan detailing the measures the Faculty will take to support students to recover trailed modules.

### **5.6.6 Students Failing or unable to complete a Placement / International Experience Year**

While progression to the subsequent Stage of the associated target award is not dependent on passing the Placement / International Experience Year, Boards of Examiners can exercise their discretion to:

- a) Disregard the requirement that students complete a minimum of 36 weeks in professional placement / international experience in considering and ratifying the outcomes of assessment

And/or

- b) Offer students supplementary assessment opportunities as a first or second attempt as appropriate

### **5.6.7 Progression Profile for Award Eligibility**

The standard Regulations for progression for 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 learning outcomes of the programme at the appropriate FHEQ level.

## **6. Eligibility for Award**

### **6.1 Eligibility for the Award of Integrated Degree of Master**

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

### **6.2 Eligibility for the Award of Honours Degree**

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

### **6.3 Eligibility for the Award of Ordinary Degree**

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

### **6.4 Eligibility for the Award of Foundation Degree**

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

### **6.5 Eligibility for the Award of Diploma of Higher Education**

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

### **6.6 Eligibility for the Award of Certificate of Higher Education**

Standard eligibility criteria and credit requirements for the award shall apply except where students have been progressed from Stage 1 to Stage 2 of an undergraduate programme under the emergency Cohort Progression provisions set out in Section 5.6.2. In such cases, students who fail to meet the requirements to progress to the subsequent Stage of the programme, normally Stage 3, or otherwise choose to withdraw from their programme of studies shall not be entitled to be awarded a Certificate of Higher Education on the basis of Stage-level credit alone.

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

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

### **6.9 Eligibility for the Award of University Diploma in Industrial Studies/International Industrial Studies/International Professional Practice**

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

## **7. Classification and Grading of Awards**

### **7.1 General Provisions**

All classifications and grades of University of Bradford undergraduate awards shall be calculated using the standard algorithm subject to the application of the Academic Performance Safety Net. Subject to approved exceptions, students will be awarded the higher class produced by either the standard algorithm or the Safety Net.

Only credit obtained through study on University of Bradford programmes can be used to calculate degree classifications, 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 classifying or grading awards.

### **7.2 Academic Performance Safety Net**

#### **7.2.1 General Principles**

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

Where possible, the Safety Net will constitute a Stage or Programme 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.

##### **7.2.1.1 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 7.2.4 and 7.2.6) 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.

##### **7.2.2 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 Undergraduate and Integrated Masters awards, including those with an associated Foundation year, the reliability tolerance will be the equivalent of 50% the total credits of the relevant stage (normally 60 credits).

If insufficient credit has been accumulated in the current stage (i.e. where the reliability tolerance is not met by credits in the current Stage), achievement in the previous Stage will be included within the calculation. This is described in 7.2.3 below.

If there is no prior University of Bradford-based Stage (for example, in respect of students who have directly transferred into an advanced Stage of a programme or who enrol with advanced standing), then the benchmark will be provisional until sufficient credit has been accumulated to confirm the value of the actual baseline. This is called the Provision Safety Net Baseline. The procedures for calculating Provisional Safety Net Baselines are set out in Section 7.2.4 and the operation of these in determining classifications is detailed in Section 7.2.6

### **7.2.3 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 Stage), 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 Stage), then the 'missing credits' (i.e. to make up 60) will be assigned a value equal to the Award Average from the previous Stage (following the standard Regulations, the Award Average is calculated on a pro rata basis, using the marks for the best 100 credits obtained at that Stage).<sup>1</sup> The average across the full 60 credits then forms the Firm Safety Net Baseline.

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

In instances where the reliability tolerance is not met to establish a Safety Net Baseline from credit studied in the current Stage, and it is not possible to make up the remaining credits from a prior University of Bradford Stage as described in 7.2.3, a Provisional Safety Net Benchmark will be calculated using the weighted mean average of unaffected assessments completed within the current Stage.

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<sup>1</sup> Where the Award Average for the preceding Stage would normally be determined by other means – for example, where a student has RPL for a certain proportion of eligible credit, then the standard procedures shall be used for establishing the Award Average.

## **7.2.5 Use of the Firm Safety Net Baseline in determining overall classifications and grades**

### **7.2.5.1 Where 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 Average exceeds the Safety Net Baseline, then this shall stand as the overall Stage result and be used for the purposes of determining overall classifications and grades. Following the standard regulations, the Award Average shall be calculated, where necessary on a pro rata basis, using the marks for the best 100 credits obtained at a given Stage of a programme.

### **7.2.5.2 Where the Firm Safety Net Baseline exceeds the Award Average**

If the Firm Safety Net Baseline is higher than the credit-weighted mean of ratified marks for all assessments that contribute to the Award Average for the Stage, then the Baseline shall stand as the overall stage result and be used for the purposes of determining overall classifications and grades.

## **7.2.6 Use of the Provisional Safety Net Baseline in determining overall classifications and grades**

Following the completion of the Stage, the Boards of Examiners will compare the Provisional Safety Net Baseline with overall performance (i.e. affected and unaffected assessments) calculated as the Award Average. Following the standard regulations, the Award Average shall be calculated, where necessary on a pro rata basis, using the marks for the best 100 credits obtained at a given Stage of a programme.

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

Where the Award Average for the given Stage exceeds the Provisional Safety Net Baseline then the Award Average shall stand as the overall Stage result and be used for the purposes of determining overall classifications.

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

Where the Provisional Safety Net Baseline for a given Stage exceeds Award Average by no more than 5 percentage points, 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 classifications and grades.

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

Where the Provisional Safety Net Baseline exceeds Award Average by more than 5 percentage points, then Board the Board of Examiners shall determine that the Firm Safety Net Baseline will be the weighted mean of the Provisional Safety Net Baseline and the weighted mean affected assessments and it will be used for the purposes of determining overall classifications and grades.

## **7.3 Classification of Degree of Bachelor**

Subject to the application of the Academic Performance Safety Net described in Section 7.2, the standard regulations relating to the classification of the Degree of Bachelor shall apply.

## **7.4 Classification of Ordinary Degrees**

Subject to the application of the Academic Performance Safety Net described in Section 7.2, the standard regulations relating to the classification of Ordinary Degrees shall apply.

### **7.5 Grading of Foundation Degrees**

Subject to the application of the Academic Performance Safety Net described in Section 7.2, the standard regulations relating to the grading of Foundation Degrees shall apply.

### **7.6 Grading of Diploma of Higher Education**

Subject to the application of the Academic Performance Safety Net described in Section 7.2, the standard regulations relating to the grading of Diplomas of Higher Education shall apply.

### **7.7 Grading of Certificate of Higher Education**

Subject to the application of the Academic Performance Safety Net described in Section 7.2, the standard regulations relating to the grading of Certificates of Higher Education shall apply.

### **7.8 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 a outcomes and/or decisions results following Academic Appeal.