



UNIVERSITY of  
BRADFORD

**TEMPORARY ACADEMIC  
REGULATIONS FOR UNDERGRADUATE  
AWARDS  
2020/21**

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# Temporary Academic Regulations for University of Bradford Undergraduate Awards 2020/21

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## 1. Introduction

1.1 These Temporary Academic Regulations were approved by Senate on 21 April 2021 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 or adaptations have been made these are designed to support student progression and achievement while maintaining academic standards and the integrity of the University's awards. Where the provisions of the standard Academic Regulations persist, it is stated in the applicable paragraph herein.

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

## 2. Application of the Regulations

### 2.1 Status and Scope

**2.1.1 Scope:** These Temporary Academic 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 Temporary Academic 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 in the 2020-21 academic year that have been affected by disruption to normal operations as a consequence of the local and national response to the Covid-19 pandemic during the 2020-21 session or until the Vice-Chancellor (or nominee) formally rescinds their authority and application.

### 2.2 Exemption from the Regulations

Exemption from these Temporary Academic Regulations must be sought from and approved by Senate.

**2.2.1 Approval:** Exemption from these Temporary 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
- 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 Academic Regulations and procedures relating to the Recognition of Prior Learning shall apply.

### **3.2 Academic Integrity**

The standard Academic 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 Academic 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 4 January 2021 and 21 May 2021. The University will review this timeframe in light of local and/or national conditions and government guidance 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 4 January 2021**

The standard Regulations and procedures relating to Extenuating Circumstances shall apply to all assessments with a submission deadline between 28 September 2020 and 4 January 2021.

#### **3.5.2 Claims for Extenuating Circumstances assessments with a deadline after 4 January 2021**

All students will automatically be granted Extenuating Circumstances for all assessments with a submission date between 4 January 2021 to 21 May 2021 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 an assignment with a deadline between 4 January 2021 and 21 May 2021 (inclusive of the right to a 14-day extension detailed in Section 3.4), no formal claim for extenuating circumstances needs to be submitted. Such 'claims' will be granted by way of automatic right and no evidence shall be required to substantiate the case. The appropriate Assessment Committee and/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 with a deadline between 4 January 2021 and 21 May 2021 (inclusive of the right to a 14-day extension detailed in 3.4) and has achieved a

pass mark but feels that their performance has been compromised, an 'extenuating circumstances claim' can be submitted. No evidence shall be required to substantiate the case and claims will be approved by way of automatic right. The appropriate Assessment Committee and/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).

Such claims must be submitted within ten working days of the date results are released.

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

Where a student has made a submission for an assignment with a deadline between 4 January 2021 and 21 May 2021 (inclusive of the right to a 14-day extension detailed in 3.4) and has failed to achieve a pass mark, no formal claim for extenuating circumstances needs to be submitted. Such 'claims' will be granted by way of automatic right and no evidence shall be required to substantiate the case. The appropriate Assessment Committee and/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 Academic 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 Academic 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 2019/20 Cohort Progression arrangements**

Where students were progressed from Stage 1 to Stage 2 of an undergraduate programme under the Cohort Progression provisions set out in Section 5.6.2 of the Emergency Academic Regulations 2019-20, and have subsequently failed to meet the requirements to progress to the next Stage of the programme or otherwise choose to withdraw from their programme of studies, then such students shall not be entitled to be awarded a Certificate of Higher Education.

In such cases, students shall be offered the opportunity, if permitted by the Regulations, 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 were progressed from Stage 1 to Stage 2 of an undergraduate programme under the Cohort Progression provisions set out in Section 5.6.2 of the Emergency Academic Regulations 2019-20, and subsequently meet the requirements to 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 Academic 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 Academic 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 Academic 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 Academic Regulations were applied.

### **3.12 Posthumous Awards**

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

### **3.13 Aegrotat Awards**

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

### **3.14 Revocation of Awards**

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

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

The standard Academic Regulations and procedures relating to academic appeal shall apply.

## **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 Temporary Assessment Regulations 2020/21. 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 Temporary 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.

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

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

## **4.6 Substitution of Modules**

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

## **5. Progression**

### **5.1 Scope and Application**

The Temporary 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 Academic Regulations 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 Temporary Regulations permit Boards to:

- g) 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.
- h) Allow students to extend their period of suspension by an additional year in accordance with Section 3.9
- i) Authorise an extension to the University's normal Maximum Period of Registration as detailed in Section 3.11

### **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;
- g) Allow the student to extend their period of suspension by an additional year;
- h) Authorise an extension to the University's normal Maximum Period of Registration.

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

Where the minimum eligibility criteria have been satisfied, compensation will automatically be awarded at the earliest opportunity to any module(s) up to a maximum of 20 credits in any stage of a programme subject to the following conditions:

- i. Compensation can only be applied at the formal point of progression on a Stage-by-Stage basis. For students studying programmes on a part-time basis, it is exercised when all the modules in a Stage have been completed;
- ii. Compensation can only be awarded if an overall stage average of at least 40% has been achieved;
- iii. Compensation is only permitted if a mark of  $\geq 30\%$  has been achieved in the failed module(s);
- iv. Modules failed due to academic misconduct are not eligible for compensation.

Where a module is compensated, the original mark shall be used for the purposes of calculating Stage/Award averages.

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

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 next Stage of the programme.

#### **5.6.1 Progression with Compensation**

If the student is eligible to be compensated in a module(s) of up to 20 credits, the Board of Examiners will confirm that the failure has been compensated and that credit has been awarded to the module(s).

#### **5.6.2 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.

### **5.6.3 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

### **5.6.4 Progression Profile for Award Eligibility**

The standard Academic 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 were progressed from Stage 1 to Stage 2 of an undergraduate programme under the Cohort Progression provisions set out in Section 5.6.2 of the Emergency Academic Regulations 2019/20. 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 normal algorithm as set out in the standard Academic Regulations.

Only academic credit obtained through study on University of Bradford programmes can be used to calculate degree classifications. Credit 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 Use of Stage/Award Averages Calculated Using the Safety Net Baseline under the Emergency Academic Regulations 2019/20**

In instances where a student's Award Average for an intermediate stage of a programme was calculated and ratified using the Academic Performance Safety Net provisions defined in the Emergency Academic Regulations 2019/20 (Section 7.2), then it shall stand for the purposes of calculating overall classifications and grades of University in accordance with the normal algorithm as set out in the standard Academic Regulations.

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

The standard Academic Regulations relating to the classification of the Degree of Bachelor shall apply.

### **7.4 Classification of Ordinary Degrees**

The standard Academic Regulations relating to the classification of Ordinary Degrees shall apply.

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

The standard Academic Regulations relating to the grading of Foundation Degrees shall apply.

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

The standard Academic Regulations relating to the grading of Diplomas of Higher Education shall apply.

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

The standard Academic 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 Temporary Academic Regulations (2020-21)**

### **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 Temporary 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 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 Temporary 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 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 modules in accordance with 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 4.5*).

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

4.2.1 An Assessment Committee convened under these 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 Academic Quality Business Partner (LTQE).
- The Secretary to the Assessment Committee (Programme Administration).

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 Temporary 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 Temporary 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 (*refer, Section 4.2*).

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 Temporary Academic Regulations, including, where necessary, any approved variance to or exemption 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. Any such changes must be undertaken in light of appropriate academic factors to ensure the fairness and integrity of the assessment process. In considering whether it is appropriate to exercise this provision, Assessment Committees must consider the implications of any decision in reference to the cohort as a whole have secured the agreement of the External Examiner(s).

Where the Committee has agreed to change marks/grades, 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 has the authority to or scale the marks for specific assessments or module(s). The scaling of marks should only be done in exceptional circumstances. Any such changes must be undertaken in reference to the cohort as a whole, in relation to appropriate and verified data, and with due regard for the equity of the assessment process. The External Examiner(s) should be consulted and their agreement secured with respect any such scaling of marks.

Where the Committee has agreed to 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.

4.3.4.3 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 Temporary 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 fulfil an explicit and minuted Committee decision, following completion of an action in respect an individual student or group of students.
- iii. To consider module results for a very small number of students where it is not practical to (re)convene an Assessment Committee.
- iv. To ratify decisions in the absence of securing the timely endorsement of the External Examiner(s)
- v. 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.
- vi. 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 with the provisions set out in Section 3. Every award of the University 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 Temporary 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 5.5*).

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

5.2.1 A Board of Examiners convened under these Temporary 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.
- Associate Dean (Learning & Teaching) of the Faculty responsible for the programme(s) being considered.
- The Programme Leader responsible for the programme(s) being considered contribute.
- The appropriate Academic Quality Business Partner (LTQE).
- The Secretary to the Board (Programme Administration).

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 Temporary 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 Temporary 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, MS Teams, or other telephone or video conferencing platforms), 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 (*refer, Section 5.2*).

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 qualification requirements.

5.3.6 To confirm, where applicable, 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, where applicable, 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 Section 6.2 of the Emergency Academic Regulations 2019/20.

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 Temporary 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 Temporary 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/outcomes/classification and grade profiles 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 Temporary 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 fulfil an explicit and minuted Board decision, following completion of an action in respect an individual student or group of students.
- iii. To consider module results for a very small number of students where it is not practical to (re)convene a Board of Examiners.
- iv. To ratify decisions in the absence of securing the timely endorsement of the External Examiner(s).
- v. 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.

- vi. To approve changes to a outcomes and/or decisions results following Academic Appeal.