

**The Sussex Artificial Intelligence
Institute, Zhejiang Gongshang
University**

**Undergraduate Examination
and Assessment Regulations
2020/21**

INTRODUCTION

1. The joint institute currently offers the courses listed in **Appendix 1**.
2. These regulations apply to students enrolled on the courses of study leading to undergraduate awards.
3. These form the academic regulations for the courses, for other matters relating to day-to-day student life ZJSU regulations apply.
4. If an exceptional situation arises that is not covered by these joint regulations, the Joint Management Committee will refer to existing regulations of either UoS or ZJSU.
5. The general management of the course of study, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Joint Management Committee, established in accordance with the contract between UoS and ZJSU.
6. Information on the scholarships available for these courses will be provided by ZJSU.
7. A course consists of two phases:
 - Year 1 is equivalent to a Foundation Year Zero (FHEQ Level 3) in the United Kingdom;
 - Years 2-4 are equivalent to undergraduate full-time stages 1-3 (FHEQ Levels 4-6) in the United Kingdom.

Definition of Terms

8. **Joint Delivery:** an award delivered jointly by UoS and ZJSU. This is not the same as a “joint award” but a joint award necessarily involves joint delivery.
9. **Dual Degree:** is a course that is jointly conceived by UoS and ZJSU, leading to two separate qualifications awarded individually by each institution. Students on these courses are full students of UoS and ZJSU. The academic transcript gives details of the partnership and the location of study.
10. **Sub-contracted:** refers to a course created and validated by UoS but delivered wholly or in part by ZJSU. The students are full students of the UoS only and the course leads to a UoS award. UoS has responsibility for the provision of education and will return the students in its statutory returns.
11. **Joint Institute:** Refers to The Sussex Artificial Intelligence Institute, Zhejiang Gongshang University.
12. **Joint Institute Examination Board:** refers to the joint examination board established by the Joint Management Committee, with the Terms of Reference included in Appendix 4.
13. **English Language modules:** modules teaching English.
14. **Capped marks/Capping:** Capping is where the mark for a resit assessment is restricted to

the minimum pass mark for the UoS transcript and calculation of award classification; the resit mark on the ZJSU scale is shown separately and is not capped.

15. **Chinese compulsory modules:** modules that are required by the Chinese Ministry of Education but do not form part of the UK degree.
16. **Credit:** a measure of load that is awarded for the successful completion of a credit-bearing module. This is related to the contact hours in the Chinese system.
17. **Initial attempt:** the first attempt at the module assessment.
18. **Sit:** when a student attempts the module assessment again due to exceptional circumstances. Sit marks are not capped.
19. **Resit:** an opportunity, usually within the same academic year, to retrieve an initial fail without having to repeat the original period of teaching and learning. The mark achieved on the resit will be capped at the pass threshold for the module for the calculation of the UoS award classification; the resit mark on the ZJSU scale is shown separately and is not capped.
20. **Repeat Year:** the repeat of a failed Year of study means retaking the Year with attendance. That is a repeat of the teaching, learning and assessment.
21. **Year:** study years are numbered 1-4 to follow Chinese practice; these correspond to stages 0-3 at UoS.
22. **Semester:** semesters are numbered 1-8, with:
 - Year 1 comprising semesters 1 and 2;
 - Year 2 comprising semesters 3 and 4 (consisting of 120 UoS credits at FHEQ Level 4);
 - Year 3 comprising semesters 5 and 6 (consisting of 120 UoS credits at FHEQ Level 5);
 - Year 4 comprising semesters 7 and 8 (consisting of 120 UoS credits at FHEQ Level 6).

COURSE OF STUDY

23. The minimum period of registration shall be four academic years.
24. The maximum period of registration is seven years. This is not extended for any time spent on temporary withdrawal.
25. Each course of study will consist of a list of modules published by the Joint Management Committee and approved by the Chinese Ministry of Education.
26. The list of modules will show the number of credits allocated to each module.

ADMISSION AND REGISTRATION

27. Any student who secures admission to a course on the basis of qualifications, documents

or statements that are subsequently found to be false shall have their registration terminated, and shall accordingly cease to be a student.

28. Undergraduate students are required to register at the beginning of their course of study at both ZJSU and UoS, and to confirm their registration at the beginning of each subsequent academic year.
29. Registration includes a student making satisfactory arrangements for the payment of tuition fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, shall be withdrawn from the course of study.

ASSESSMENT

30. The organisation of assessments for each module on the course shall be governed by ZJSU regulations, which are not repeated here.
31. The conduct of assessments for each module on the course shall be governed by ZJSU regulations, which are not repeated here.

Module marks

32. The marking scales used by UoS and ZJSU are mapped in a lookup table (Appendix 3) with marks specified as integers. A separate table is used to map marks conversion in each direction.
33. For these courses, modules are initially marked using the marking scale of one institution and then converted to the other using the lookup table only. Each module, therefore, has two equivalent marks recorded.
34. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Joint Management Committee and is specified in the module descriptor.
35. Marks are recorded using a numerical scale of 0-100. Decimal places are not used on single assessments.
36. The mark for a module will be a whole number rounded up where the actual mark is equal to or greater than 0.45% and rounded down where the actual mark is equal to or less than 0.44%.
37. Module marks will be recorded on the Diploma Supplement/Transcript.
38. A pass mark at ZJSU is 60% and for UoS modules it is 40%.
39. To pass a module a conflated pass mark (i.e. 40% on UoS scale or 60% on ZJSU scale) must be achieved. For example, where a module has more than one element of assessment, there is no requirement that all elements of assessment are passed separately in order to achieve an overall pass of the module.
40. A student who does not meet the requirements to pass a module will fail that module.

Moderation

41. Moderation is undertaken by reviewing a sample of assessments following the completion of the marking and marks checking process. Moderation determines if the marking process has been conducted appropriately, in a fair and reliable manner, consistently in accordance with the approved marking criteria and the assessment task. No marks or feedback may be changed as part of the moderation process.
42. Internal moderation is conducted by an internal member of academic staff who is not involved with the marking process. Their role is to review a sample of assessments following the completion of the marking process. They determine if the marking and feedback are appropriate based on the assessment outcomes in the sample and the statistical data provided, not on the marks checking process that has led to the assessment outcomes.
43. The moderation process is governed by UoS regulations, which are not repeated here.

Resits

44. Modules taken by a student provide a single assessment cycle comprising one first attempt and (where necessary and available) one resit attempt for each module.
45. Following failure of a module at the first attempt, the Joint Institute Examination Board will normally give a resit.
46. Where a student has failed a module, they can resit only the parts that have been failed. Students shall not be permitted to resit passed elements of assessment.
47. The mark achieved on the resit will be capped at the pass threshold for the module for the calculation of the UoS award classification; the resit mark on the ZJSU scale is shown separately and is not capped. The resit mark will be conflated with any passed assessment mark/s which are carried forwards and/or with any failed assessment marks where a resit has not been taken. The mark achieved on a resit assessment will replace the original mark, even if it is lower.

Discretionary second and third resits

48. The Joint Institute Examination Board has discretion to offer second and third resits for a failed module/s, up to a maximum of 50% of the total credits for that Year of study. Where a student is permitted to resit more than two modules in the following Year, they will normally be offered one-to-one advice from the Director of Student Experience (or equivalent) about options available to them in their best academic interest. The Joint Institute Examination Board should be mindful when offering second and third resits of any curriculum development resulting in changes to assessment for these Courses.
49. Second resits will be taken at the next available opportunity during the assessment period for the Semester in which the module has been delivered (shown in Appendix 2).
50. Third resits will be taken in the A3 assessment period of the year after second resits have been taken (shown in Appendix 2).

Repeat Year

51. The repeat of a failed Year of study means retaking the Year with attendance. That is a repeat of

the teaching, learning and assessment. All previous marks and credit will be removed from the student record for progression and award purposes and a new full assessment cycle undertaken.

52. A repeat Year may not be given where the Year has already been repeated or second resits have already been granted.

Exceptional Circumstances

53. Individual students may have exceptional circumstances which are sudden and unforeseen and temporarily prevent them from undertaking assessment, or significantly impact on their performance in assessment in general, including late submission. The measure of severity is not about impact on the student but the impact on the assessment at the level of the module.
54. Requests by students for exceptional circumstances will be considered under UoS procedures, which are not repeated here, and the decisions reported to the examination board. Requests by students for exceptional circumstances for Chinese compulsory modules will be considered by ZJSU under its own procedures.
55. Documentation from the student in support of their exceptional circumstances request submitted to UoS must be in English.
56. The Joint Institute Examination Board may offer a sit for an uncapped mark in accordance with the weighting of the accepted exceptional circumstances.
57. Ongoing or longer-term conditions or circumstances are not in themselves individual exceptional circumstances as they are not sudden, unforeseen and temporary. Students will be referred to the Student Support Unit at ZJSU for consideration of any reasonable adjustments which can be made.
58. Ongoing or longer-term conditions may give rise to valid exceptional circumstances impacting on assessment only if they are first declared/diagnosed or become suddenly, unexpectedly and markedly worse at a particular assessment point.

PROGRESSION AND WITHDRAWAL ON ACADEMIC GROUNDS

59. To progress from Year 1 to Year 2, a student must have demonstrated their English language competency by passing the module *English for Engineering*.

Academic Warning

60. Student academic performance will be reviewed by the Joint Institute Academic Committee after the A1 assessment period in Semester 1 (as shown in Appendix 2). A student who has accumulated fails in 45% or more of the credits for the modules contributing to the ZJSU award will be issued with an academic warning in line with ZJSU regulations.
61. Student academic performance will be reviewed by the Joint Institute Academic Committee after the A3 assessment period in Semester 2 (as shown in Appendix 2). A student who has accumulated fails in 45% or more of the credits for the modules contributing to the ZJSU award will be issued with an academic warning in line with ZJSU regulations.

62. In line with ZJSU regulations, a student receiving academic warnings in both Semester 1 and Semester 2 will be permanently withdrawn from the course.

Warning of Withdrawal

63. Student academic performance will be reviewed by the Joint Institute Academic Committee after the A1 assessment period in Semesters 3 and 5 (as shown in Appendix 2).
64. A student who has accumulated fails in 45% or more of the credits for the modules contributing to the UoS award or 45% or more of the credits for the ZJSU award (including Chinese compulsory modules) will be issued with a warning of withdrawal in line with ZJSU regulations.

Withdrawal on Academic Grounds

65. The Joint Institute Examination Board will consider a student's accumulated credit at the end of Year 2 (Semester 4), after the A3 resit period (as shown in Appendix 2). Where they have accumulated fails in 45% or more of the credits for the modules contributing to the UoS award or 45% or more of the credits for the ZJSU award (including Chinese compulsory modules), or where they have exhausted resit attempts such that they have insufficient credit to achieve an award at the end of Year 4, the Board will either:
- offer a repeat of the current Year;
 - permanently withdraw the student.
66. The Joint Institute Examination Board will consider a student's accumulated credit at the end of Year 3 (Semester 6), after the A3 resit period (as shown in Appendix 2). Where they have accumulated fails in 45% or more of the credits for the modules contributing to the UoS award or 45% or more of the credits for the ZJSU award (including Chinese compulsory modules), or where they have exhausted resit attempts such that they have insufficient credit to achieve an award at the end of Year 4, the Board will either:
- offer a repeat of the current Year;
 - permanently withdraw the student.

AWARD REGULATIONS

67. The Joint Institute Examination Board will offer credit retrieval opportunities where appropriate and will recommend students for an award where they have:
- been registered on the course for a minimum period of four academic years;
 - completed all requirements within a maximum period of 7 years;
 - passed the *English for Engineering* module;
 - achieved not less than:
360 UoS credits from modules in Years 2-4, following any resit opportunity;
and/or

the required ZJSU credits from Years 1-4, following any resit opportunity.

68. Each institution will consider this recommendation and ratify awards according to its own regulations. It is, therefore, possible that one award will be made without the other.
69. A student who has permanently withdrawn or has otherwise failed to achieve the standard required for the BEng Honours degree, but who meets the following criteria, may be recommended for the following exit awards by UoS:
- Bachelor of Science: 330 credits, including 90 credits at FHEQ Level 6
 - Diploma of Higher Education: 240 credits, including 90 credits at FHEQ Level 5
 - Certificate of Higher Education: 120 credits, including 90 credits at FHEQ Level 4
70. The Joint Institute Examination Board will consider recommending the award of an Aegrotat degree where a student is unable to complete their studies in the foreseeable future. This may be because of serious illness or death. Each institution will consider this recommendation and ratify an award according to its own regulations.
71. The mark achieved on the resit will be capped at the pass threshold for the module for the calculation of the UoS award classification; the resit mark on the ZJSU scale is shown separately and is not capped. The mean on the ZJSU scale is shown separately and is not capped. The mean includes all marks achieved on modules taken including marks of zero and fail marks.
72. The transcript provided by ZJSU will show all modules with marks on the ZJSU scale.
73. The transcript provided by UoS will show all modules with marks on the UoS scale plus an overall classification. The calculation of the classification will be determined using the following algorithm:
- Year 3 mean based on all 120 credits with a weighting of 40%;
 - Year 4 mean based on all 120 credits with a weighting of 60%.

Undergraduate awards will be classified using the following overall framework:

- An overall grand mean of 70 – 100% First class honours
- An overall grand mean of 60 – 69% Upper second class honours
- An overall grand mean of 50 – 59% Lower second class honours
- An overall grand mean of 40 – 49% Third class honours

STUDENTS WITH A DECLARED DISABILITY

74. The Joint Institute is committed to ensuring that disabled students are fully supported in their learning and assessment, in line with legislation in both the UK and China. A student is considered as disabled if they have a physical or mental impairment which has a long term and substantial adverse effect on their ability to carry out normal day-to-day activities. Teaching and assessment activities at the University fall within this definition. Impairments that may meet this definition include:

- Specific learning difference such as dyslexia and dyspraxia;
 - Autistic spectrum disorders including autism and Asperger's syndrome;
 - Sensory impairments, especially those impacting hearing or vision;
 - Mobility difficulties and chronic pain impacting on mobility;
 - Long term health conditions, including cancer, HIV, diabetes and immune system disorders;
 - Chronic mental health difficulties including depression, bipolar disorder, psychosis and eating disorders.
75. The Joint Institute will seek to provide reasonable adjustments to learning and assessment for students whose disability is likely to impact on their learning and assessment. The purpose of a reasonable adjustment is to remove or minimise the barriers that a disabled student may face in order to provide them with a fair and equal opportunity to succeed. Examples of reasonable adjustments for examinations include the provision of an examination paper in an alternative form, such as an enlarged typeface, provision of a small group or individual room, additional examination time (to be used for writing or resting subject to a maximum duration of 4 hours including the additional time) and the use of assistive software on a computer.
76. The Joint Institute will take an anticipatory approach to the provision of reasonable adjustments when individual students disclose an impairment, and also takes a broader anticipatory approach by designing its teaching and assessment in such a way that it is accessible to all our students. However, where an assessment mode is used to measure a 'competence standard', the ability and legal duty to provide some types of reasonable adjustments to assessment may be limited. Such modes of assessment will be identified in course and module handbooks.
77. Students with an existing disability should let the ZJSU Student Support Unit know about their disability as early as possible after their place at the Joint Institute is confirmed. This is to allow time for reasonable adjustments to be considered and implemented for the whole of the academic year. In order to be considered for reasonable adjustments to assessment a student will need to provide recent evidence to the Student Support Unit from an appropriate specialist (e.g. a medical practitioner or psychologist). The Student Support Unit and the student will jointly review the likely impact of the student's disability on their learning and/or ability to engage with particular modes of assessment. The Student Support Unit, in collaboration with the student, may then prepare an application for reasonable adjustments to assessment by setting out the nature of the student's disability and the issues that they are likely to encounter in engaging with the generic categories of assessment used in their course. The Student Support Unit may suggest reasonable adjustments that should remove or minimise any disadvantage that they might otherwise experience. Consideration of an application for reasonable adjustments will then follow the UoS procedure which is not repeated here.

VOLUNTARY TEMPORARY WITHDRAWAL

78. Undergraduate students may interrupt their studies at any time up until the end of the second semester in each Year.
79. A student returning to the Joint Institute following temporary withdrawal will normally restart their studies at the beginning of the semester that they did not complete with the expectation of taking part in the full diet of teaching, learning and assessment as if for the first time.

80. The maximum period of registration listed for each course in Appendix 1 is not extended for any time spent on temporary withdrawal.
81. Marks for semester/s completed before the temporary withdrawal will be ratified by the Module Assessment Board. Any marks (pass or fail) achieved during the incomplete semester and prior to the temporary withdrawal will be removed from the students' record where the student is restarting.
82. Individual students decide when to take a period of voluntary temporary withdrawal. It is the responsibility of the Joint Institute Examination Board to review the academic performance for the semester and to confirm the re-entry date and any assessments that will be set before/after re-entry or a repeat of the semester, as appropriate.
83. A student whose circumstances prevent them from returning to the Joint Institute by the date agreed by the Joint Institute Examination Board, may submit a request to the Dean to extend the temporary withdrawal period.
84. Where a student temporarily withdraws having completed the teaching for the semester, but has either failed or not completed the assessment for the semester, the Joint Institute Examination Board may take action to enable a sit or resit of the assessment, in line with UoS regulations concerning *Temporary Withdrawal Requested by a Student*.

ACADEMIC MISCONDUCT, APPEALS AND STUDENT DISCIPLINE

Academic Misconduct

85. All instances of plagiarism, collusion, personation, fabrication of results or misconduct in an exam are serious failures to respect the integrity and fairness of the assessment process. As such, all cases of academic misconduct in module assessment must be seriously considered and appropriate penalties applied.
86. Instances of academic misconduct by students will be considered under UoS procedures, which are not repeated here.
87. Any penalties to be applied as a result of academic misconduct must first be jointly agreed by the Joint Management Committee.
88. Penalties will be kept on record in both universities and each university will follow its normal practice in whether the offence will be shown on the transcript.

Academic Appeals

89. Students can appeal against an academic outcome but cannot appeal a matter of academic judgement such as a specific mark awarded or the feedback they have been given. In addition, students cannot seek a remedy that is not consistent with the Joint Institute rules and regulations.

90. Academic appeals will be considered under UoS procedures, which are not repeated here.
91. Any changes to academic outcomes as a result of an appeal must first be jointly agreed by the Joint Management Committee. Prior to this, UoS members must consult with the Office for Student Complaints, Appeals and Regulations to ensure the proposed outcome aligns with UK regulation.
92. If a student is not happy with the outcome of an appeal they can request an independent review by the Office of the Independent Adjudicator in the UK and both universities will be bound by that decision.

Student Discipline

93. Non-academic disciplinary matters will be dealt with by ZJSU under Chinese Law for students committing offences in China.

COMPLAINTS ABOUT THE JOINT INSTITUTE

94. Where a student has a formal complaint about teaching in any module that complaint will normally be made under the standard procedures of the university providing the teaching.
95. Notwithstanding [93.], a student may complain about teaching in any module under the procedures of either UoS or ZJSU.
96. Once a student has entered a complaint under the procedures of one university, they may not subsequently complain to the other, except under the conditions of [96.] The university receiving the complaint shall copy that complaint to the other and keep the other university fully informed of all steps taken.
97. Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken.

EXTERNAL EXAMINERS

98. The Joint Institute shall appoint external examiners in line with UoS procedures not repeated here and shall provide them with sufficient access to enable them to carry out their duties.

Awards of the Joint Institute

Award Title	Minimum Credit requirement	Minimum Period of Registration	Maximum Period of Registration	Award description
BEng Robotics and Electrical Engineering	360	4yrs FT	7yrs FT	Jointly delivered dual degree
BEng Communication Engineering	360	4yrs FT	7yrs FT	Jointly delivered dual degree
MSc Robotics and Autonomous Systems	180	1yr FT	2yrs FT	Sub-contracted UoS award
MSc Intelligent and Adaptive Systems	180	1yr FT	2yrs FT	Sub-contracted UoS award

Exit award titles:

BSc Robotics and Electrical Engineering

BSc Communication Engineering

Joint Institute Undergraduate Academic Year Calendar

		A1 (Jan)		A2 (June)		A3 (Aug)	
Year 1	Semester 1		Semester 2		Jl Exam Board		Jl Exam Board (resits)
		1		2		1.1 2.1	
Year 2	Semester 3		Semester 4		Jl Exam Board		Jl Exam Board (resits)
		3 1.2		4 2.2		4.1 3.1	
Year 3	Semester 5		Semester 6		Jl Exam Board		Jl Exam Board (resits)
		5 3.2		6 4.2		6.1 5.1 2.3 1.3	
Year 4	Semester 7		Semester 8		Jl Exam Board		Jl Exam Board (resits)
		7 5.2		8 6.2		8.1 7.1 4.3 3.3	
Year 5					Jl Exam Board		Jl Exam Board (resits)
		7.2		8.2		6.3 5.3	
Year 6							Jl Exam Board (resits)
						8.3 7.3	

A1	Assessment period 1	2	Semester 2 initial attempt
A2	Assessment period 2	2.1	Semester 2 1st resits
A3	Assessment period 3 (resits)	2.2	Semester 2 2nd resits
		2.3	Semester 2 3rd resits

Marks conversion charts

Conversion from UoS to ZJSU marks:

UoS	ZJSU	UoS	ZJSU	UoS	ZJSU	UoS	ZJSU
0	0						
1	2	26	39	51	70	76	89
2	3	27	41	52	71	77	89
3	5	28	42	53	72	78	90
4	6	29	44	54	73	79	91
5	8	30	45	55	74	80	91
6	9	31	47	56	75	81	92
7	11	32	48	57	75	82	92
8	12	33	50	58	76	83	93
9	14	34	51	59	77	84	93
10	15	35	53	60	78	85	94
11	17	36	54	61	79	86	94
12	18	37	56	62	79	87	95
13	20	38	57	63	80	88	95
14	21	39	59	64	81	89	96
15	23	40	60	65	82	90	96
16	24	41	61	66	82	91	97
17	26	42	62	67	83	92	97
18	27	43	63	68	84	93	97
19	29	44	64	69	84	94	98
20	30	45	65	70	85	95	98
21	32	46	66	71	86	96	99
22	33	47	67	72	86	97	99
23	35	48	68	73	87	98	99
24	36	49	69	74	88	99	99
25	38	50	69	75	88	100	100

Conversion from ZJSU to UoS marks

ZJSU	UoS	ZJSU	UoS	ZJSU	UoS	ZJSU	UoS
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73
13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

Terms of reference for Joint Institute Examination Board

Structure and roles of Boards of Study and Examination Boards

1. Each Joint Institute will have one or more Boards of Study which will be convened at discipline level. The Board of Study is responsible for the management and administration of the modules and courses within its remit. Boards of Study may make recommendations to the School Education Committee (SEC) but it is for SEC to make the final decision to progress the actions recommended.
2. Examination Boards deal with examination and assessment matters via two types of examination board: Module Assessment Boards (MABs) where marks assurance is undertaken and Progression and Award Boards (PABs) where outcomes for students are determined.

3. Board of Study (BoS)

Terms of Reference

- (i) To consider and convey views and recommendations to the School Education Committee (SEC) concerning any academic matter relating to Courses and/or Modules within its remit and any other matter requiring consideration as may be referred from time-to-time.
- (ii) To keep under review delivery of courses within the remit of the Board in order to ensure course objectives are achieved and to assure the effective operation of the course, including receipt of the annual course report.
- (iii) To keep under review course admission criteria, placement and study abroad arrangements and ensure the accuracy of information, advice and guidance to applicants and students in published information for courses within the remit of the Board, including the approval of course handbooks.
- (iv) To ensure the administration of the examination and assessment arrangements is conducted in accordance with the agreed course requirements, following University procedures, and to recommend improvements to the School Education Committee (SEC) and/or the Course Co-Convenor as necessary.
- (v) To advise SEC on External Examiner nominations for approval by the PVC (Education and Students), and to ensure External Examiners are appropriately briefed on course examination and assessment requirements and related matters.
- (vi) To consider issues arising from students and staff in relation to course delivery and management and to recommend action as appropriate or to refer matters for consideration and approval to the appropriate authority as required.
- (vii) To keep under review the resources required for the effective delivery of the course(s) under its remit and to ensure SEC and the Joint Institute management team are apprised of requirements as appropriate, including library and resources on Canvas.
- (viii) To make recommendations to SEC on in-year assessment changes arising from unforeseen

issues to ensure the effective delivery and assessment of the course(s) under its remit and to provide regular reports as required to relevant Joint Institute committees. The Chair of the Board of Study will be responsible for ensuring that the majority of students sign to agree to any in-year assessment change.

- (ix) The Chair of the Board of Study will be the main point of contact with the Chair and Deputy Chair of the PAB. The Chair of the Board of Study will be responsible for ensuring the proper and timely setting of all assessments including collation and submission of exam questions for scrutiny to the Deputy Chair of the PAB. The Deputy Chair of the PAB will seek the approval of the External Examiner and confirm that the standards required by the Student Systems and Records Office (SSRO) have been met. The Deputy Chair of the PAB is responsible for sending examination papers to the SSRO.

Board of Study Composition

Chair (Senior Academic Subject Lead, appointed by the Dean);
Academic Staff;
Course Convenor(s) (if not subject lead);
Module Convenors;
Students agreed by the Joint Institute;
Elected Student Representatives;
Administrative Staff/Secretary and Course Coordinator.

Conduct of Business

Boards of Study should meet at least once per term and as required and provide a regular report to the Joint Institute Teaching Committee. Reports on resource matters should be referred to Joint Institute management team. Detailed discussion of examination papers should be conducted under reserved business in the absence of the elected student representatives.

4. Module Assessment Boards (MAB)

MAB Terms of Reference: Marks assurance:

- (i) To confirm and maintain standards of assessments for all modules for which the MAB is responsible in conjunction with the Board of Study and the External Examiner(s).
- (ii) To confirm marks for each module for which the MAB is responsible. Assuring the marks allows credit to be accrued where the pass threshold has been met for students who are not registered for an award with the University and allows a resit to be offered to these students, where appropriate. The mark achieved at resit may be uncapped for such students, in proportion with the accepted exceptional circumstances.
- (iii) To recommend action to be taken in the case of question papers where there are errors or assessments about which there are evidenced major concerns. The Chair of the MAB will consult the relevant External Examiner before making recommendations to the Pro Vice-Chancellor (Education and Students) for approval to remedy the situation. The Chair will also report the matter to the Board of Study responsible for the module management to ensure the issue is not repeated for future cohorts.

- (iv) To recommend action to be taken in cases where academic judgement concludes that an assessment has been unexpectedly easy or difficult, or where students within a cohort may be markedly advantaged or disadvantaged by their particular choice of modules. The scaling of marks, in line with University guidance, may be considered in such situations. The Chair of the MAB will consult the relevant External Examiner before making recommendations to the Pro Vice-Chancellor (Education and Students) for approval to remedy the situation. The Chair will also report the matter to the Board of Study responsible for the module.
- (v) To exceptionally recommend proposed outcomes for approval by the Pro Vice-Chancellor (Education and Students) in all cases where external moderation has not been conducted on a module, to ensure that progression and award decisions are not unduly delayed. All such cases must be reported to University Education Committee and Senate.
- (vi) To transmit marks for modules to the Student Systems and Records Office (SSRO) who will ensure they are available to the appropriate PABs.

MAB Composition

Chair (nominated by the Dean);

Deputy Chair (nominated by the Dean usually for a minimum of three years);

A representative group of the internal Markers of the assessments to be conducted by the examination board;

The External Examiner(s).

The Joint Institute Teaching Committee recommends the appointment of officers and members to University Education Committee for formal approval. Markers who are not members of the Board have the right to be in attendance.

MAB Quoracy and attendance

For the MAB, the minimum quoracy is the Chair, Deputy Chair and 2 other examiners. External Examiners are not required to attend meetings but should be available for consultation if necessary.

5. Progression and Award Boards (PAB)

PAB Terms of Reference: Progression and Award

Joint Institute will have an Undergraduate and a Postgraduate PAB

- (i) To determine, in accordance with the rules and procedures determined by University Education Committee, whether students for certificates, diplomas or degrees have satisfied the rules for progression from one Year of the course to the next.
- (ii) To recommend to the University Education Committee the award of certificates, diplomas or degrees to those students who have satisfied the assessment requirements for these awards. Where an External Examiner has exceptionally not been consulted regarding award decisions, the Pro Vice-Chancellor (Education and Students) will review and approve the awards recommended, to ensure that classification is not unduly delayed. All such cases must be reported to University Education Committee and Senate.

- (iii) To make academic judgements in relation to the Exceptional Circumstances Claims sub-committee recommendations submitted to the PAB and to grant further resits as sits or a repeat Year to allow students a fair chance to demonstrate academic ability.
- (iv) To consider academic performance and award academic credit, in accordance with the regulations set out in the University's Examinations and Assessment Regulations handbook, and to apply the discretionary assessment regulations.
- (v) To determine the resit or repeat requirements, in accordance with the regulations and procedures set out in the University's Academic Framework and Examinations and Assessment Regulations Handbook, in the event of failure of a Year or the award.
- (vi) To report to the School and University Education Committee annually at the beginning of Semester 1, on the conduct and outcomes of previous year's assessments.
- (vii) To award prizes in accordance with Joint Institute prize criteria.

PAB Composition

Chair (the Dean or nominee);
Deputy Chair (nominated by the Dean in consultation usually for a minimum of three years);
Director of Teaching and Learning;
Director of Student Experience;
A representative group of the internal Markers of the assessments to be conducted by the board;
The External Examiner(s).

The School Education Committee recommends the appointment of officers and members to University Education Committee for formal approval. Markers who are not members of the Board have the right to be in attendance.

PAB Quoracy and attendance

Where a final award is to be made, the PAB must meet in full. The quorum is the Chair, Deputy Chair and at least one third of the appointed members of the Board. At least one External Examiner should be present at each PAB where an award is made. Attendance at a PAB where a final award is not to be made may be reduced to a minimum of the Chair and Deputy Chair and at least one member representative of the internal markers. Where a PAB is held in two consecutive sittings, both meetings must be attended by the Chair, the Deputy Chair, at least one External Examiner and at least one representative member.