

REGULATION 16: FIRST DEGREES, FOUNDATION DEGREES, DIPLOMAS, CERTIFICATES AND OTHER DISTINCTIONS

General

1. This Regulation applies to the degrees of **Bachelor of Arts (BA), Bachelor of Engineering (BEng), Bachelor of Laws (LLB), Bachelor of Medicine (BM), Bachelor of Music (BMus), Bachelor of Surgery (BS), Master of Arts (Marts), Master of Chemistry (MChem), Master of Computing (MComp), Master of Engineering (MEng), Master of Mathematics (MMath), Master of Pharmacy (MPharm), Master of Physics (MPhys), Master of Science (MSci), Bachelor of Science (BSc)** not awarded jointly by the University and another institution. This Regulation also applies to the **Diploma in Higher Education and Certificate in Higher Education, the Foundation Degree (Arts) (FdA) and Foundation Degree (Science) (FdSc), Undergraduate Diplomas or Undergraduate Certificates and Graduate Diplomas and Graduate Certificates and the University of Sussex Certificate of Education.**
2. In accordance with Article 10(1) of the Charter and in accordance with the Statutes, the University shall:
 - (a) grant and confer Degrees, Diplomas, Certificates and other academic distinctions to and on persons who shall have pursued a course of study approved by the University and shall have passed the examinations or other tests prescribed by the University; provided that all Degrees, Diplomas, Certificates and other academic distinctions so granted and conferred shall be held subject to this Regulation.
 - (b) on what the University shall deem to be good cause, to deprive persons of any Degrees or other distinctions conferred on them and to revoke any Diplomas or Certificates granted to them by the University.
3. The degrees, foundation degrees, diplomas, certificates, and other distinctions of the University shall be awarded by the authority of Senate on the recommendation of one of its authorised sub-committees.
4. The University reserves the right to apply a range of sanctions against students for academic debt, academic-related debt and non-academic related debt as set out in the Student Debt Policy.
5. The conferment of any degree, or the award of any foundation degree, diploma or certificate, may be revoked by Senate, provided that the individual circumstances of each such case shall be considered by Senate.
6. The power to interpret this Regulation shall be vested in Senate.
7. The facilities available to full-time and part-time students shall be prescribed by Teaching and Learning Committee.
8. A student will be subject to the University's Policy on Exploitation and Commercialisation of Intellectual Property

9. Any attempt to exploit commercially the University's intellectual property outside the terms of this Policy will infringe the University's rights and the University reserves the right to enforce its rights.
10. In order to qualify for a first degree, a foundation degree, diploma, certificate or other distinction of the University, every student shall have:
 - (1) been registered in accordance with this Regulation relating to the particular degree or award;
 - (2) pursued the course of study prescribed by Senate, obtained the minimum credits required while registered for the degree or award and satisfied the examination requirements prescribed by Senate;
11. The prescribed course of study shall be pursued either fully or partly in the University or in an Affiliated Institution as defined in Schedule A to this Regulation.
12. For the purposes of this Regulation a fellow of the Institute of Development Studies shall be regarded as a member of the academic staff of the University.

Admission and Registration

Entrance requirements

13. Every application for admission shall be submitted on the designated form(s).
14. Entry requirements for each course shall be determined by the Student Recruitment and Admissions Committee.
15. A student shall be registered in a School of Studies (or equivalent).
16. The School Teaching and Learning Committee shall prescribe that each course is available only to full-time students, only to part-time students, or to both.

Simultaneous Registration

17. No person shall be eligible for admission who would thereby be registered simultaneously for awards in more than one institution, except:
 - (a) under the terms of an agreement between the University and that institution, or
 - (b) with the permission of the relevant Head of School.
18. A student shall not be permitted to register simultaneously for more than one award of the University without the permission of the relevant Head of School.

Exemption from part of a course

19. A student may be exempted, under procedures approved by Teaching and Learning Committee, from part of a prescribed course on the basis of previous education or relevant experience.

Admission to a course

20. A student shall not be admitted to a course unless they have:
- (a) satisfied, or have been properly exempted from, the entrance requirements for the course;
 - (b) agreed to comply with the *Charter and Statutes*, and *Regulations* of the University.
21. The Head of School, or the relevant Admissions Tutor so delegated by the Head of School, in conjunction with the Chief Operating Officer (or nominee) shall have authority to accept applications for admission. The Chief Operating Officer's decision shall be final.

Re-admission to a Course

22. No student will be re-admitted to the University on a course of study of equivalent length, level or award to one they have previously failed or from which they have withdrawn or otherwise been required to leave, except with the express permission of the Chief Operating Officer (or nominee). Where permission is granted, the University may apply restrictions to the re-admission including limiting the number of assessment attempts or constraining the period of study from which the student may benefit.

Completion of Registration

23. On completion of registration a student shall be entitled to receive a registration card which may be required at any time (including examinations) to be produced for the purpose of identification. Late Registration Fee.
24. A late registration fee may be charged where a student does not register within four weeks of the start of the relevant term.

Renewal of Registration

25. Registration shall be renewed at the beginning of each academic year, or at such time as is otherwise set by Regulation.

The Withholding or Withdrawal of Registration

26. The University shall have the right to withhold or withdraw registration (which may involve, *inter alia* [among other things], exclusion from sit or resit assessment) from a student who:
- (a) is in arrears with the payment of tuition fees, or
 - (b) has temporarily withdrawn from the University and has failed to meet the conditions laid down for the resumption of study, or
 - (c) has failed to meet the academic requirements to continue on the course of studies concerned, or

- (d) has been disciplined under Regulation 2 in so far as the disciplinary action taken by the University relates to registration or re-registration, or
- (e) has been required to withdraw temporarily, or
- (f) has provided materially inaccurate information in support of their application, or
- (g) has acquired a criminal conviction of sufficient seriousness or has failed to declare a criminal conviction occurring during the course of their studies, or
- (h) has failed to register by the end of the third week after the beginning of each academic year or the due date of return from temporary withdrawal or
- (i) has a visa status which is in conflict with the terms of the University's licence as a visa-sponsoring organisation.

Subject to satisfactorily fulfilling any conditions placed on their return, a student may subsequently be re-registered or reinstated at such point in the academic year as is determined appropriate by the University.

Change in registration particulars

- 27. A student must notify the Chief Operating Officer of any changes occurring in the particulars supplied for registration purposes. Where such changes are such that initial admission and registration would not have been permitted had the changed circumstances applied at that time, the University may require the student to de-register from the University and to leave their course of study.

Attendance and Study

- 28. No person may attend any course unless registered for that course as a student.
- 29. A student shall be required to attend such academic and practical work and to perform such academic engagements as may be prescribed for the course concerned.
- 30. A student, unable by reason of illness, incapacitation or other emergency, to fulfil the attendance requirements, shall inform the Director of Student Experience in the School in which the student is registered. In the event of a full-time student suffering illness lasting more than six days, a medical certificate must be obtained and sent to the relevant Director of Student Experience.

Course Structure

- 31. Teaching and Learning Committee shall prescribe the minimum number of credits required for each award.
- 32. For each new course, a Validation event, constituted for the purpose, shall approve:
 - (a) the course structure and curriculum;
 - (b) the arrangements for student support;

- (c) the progression, examination and assessment requirements
- (d) the suitability of the learning environment.

Subsequent minor amendments are approved by the School Teaching and Learning Committee. Major amendments are subject to revalidation.

- 33. Permission for a student to transfer course shall be granted by the Head of School (or nominee). Where the transfer also involves a change of School, permission shall be granted jointly by the Head of School (or nominee) for the original course and the Head of School (or nominee) for the new course.
- 34. The prescribed course of study may be amended under procedures approved by Teaching and Learning Committee.
- 35. Under procedures approved by Teaching and Learning Committee the Director of Teaching and Learning may approve a variation in the curriculum for an individual student. This authority does not extend to variations for groups of students which would lead to avoidance of regulation 16.34.

Academic Progress

- 36. Under procedures approved by Teaching and Learning Committee, a Head of School may exclude a student from taking a period of study abroad where such study would normally form part of the course of studies concerned, such procedures to include a right of appeal against any such exclusion.

School Student Progress Committee

- 37. There shall be a School Student Progress Committee, with membership determined by Senate.
- 38. The powers and the functions of the Committee are set out in the *Organisation of the University* document.
- 39. The Committees may delegate to their Chairs, or any other member of the Committee nominated by the Chair, for the purposes of implementing policy in accordance with Regulation 10, powers and functions which it is itself competent to perform.

Temporary Withdrawal on Satisfactory Completion of an Academic Year

- 40. A student may apply to temporarily withdraw for one academic year on satisfactory completion of an academic year. Such an application will normally be granted provided that the student:
 - (a) is entitled to continue into the next succeeding year of the course, and
 - (b) has applied to the Director of Student Experience with the intention to temporarily withdraw, normally before the end of the July immediately preceding the year of temporary withdrawal or, in the case of successful resit students and appellants, as soon as practicable after the outcomes are known.

41. A student having so temporarily withdrawn shall be entitled to return (and shall be assumed to be due to return) at the start of the next academic year.

Temporary Withdrawal During an Academic Year

42. The Director of Student Experience of the relevant School may grant temporary withdrawal to a student wishing to interrupt their studies during an academic year.
43. A student may apply to temporarily withdraw during an academic year, for up to one academic year, provided that the application is made to the Director of Student Experience normally no later than the final day of the Spring Term.
44. If granted, such temporary withdrawal will normally be given from the last known date of the student's attendance.
45. Such a request for temporary withdrawal will not normally be considered:
- (a) for a student who has appealed against a progress decision of the Subject Examination Board under the appropriate regulations, the result of which is not yet known;
 - (b) for a student whose progress is subject to the outcome of a resit assessment;
 - (c) for a student whose withdrawal is in the process of being considered under regulations 16.51-16.54 below.
46. All temporary withdrawal will be subject to a formal written agreement setting out the conditions of return and an approved study plan, together with a statement from the student setting out the reasons for, and anticipated benefits of, the period of temporary withdrawal.
47. Periods of temporary withdrawal will normally be offered for a single year or part thereof. In exceptional circumstances a student may make an application for one further year via the Director of Student Experience in the relevant School to the School Student Progress Committee.

Right of Appeal

48. A student who has been refused temporary withdrawal shall have the right to appeal.
49. To lodge an appeal, a written submission to the Chief Operating Officer must be received in the Chief Operating Officer's office within seven working days of the decision having been sent, in writing, to the student's last known address. Subsequent to lodging an appeal, the appellant may be required to complete a standard pro-forma in which the reasons for appeal should be set out, against the following criteria:
- (a) that there is evidence of procedural irregularity (including administrative error) in the consideration of the application for temporary withdrawal;
 - (b) that there are circumstances affecting the student's case for temporary withdrawal of which members of the School Student Progress Committee were not aware when they made their decision, and which could not reasonably have been presented to them;

- (c) that there exists evidence of prejudice or of bias that has affected the decision-making.

Where an appeal is deemed admissible, the Appeals Panel, operating under the provisions of regulations 16.95-16.109, shall either confirm the original decision or uphold the appeal.

Voluntary Permanent Withdrawal

50. A student who wishes to withdraw from the University before the completion of the course on which they are registered must give notice in writing to the Chief Operating Officer, after consulting the Director of Student Experience. Fees already paid may be refunded in accordance with published procedures. Having taken voluntary permanent withdrawal a student must re-apply for any subsequent re-admission to the University. Any subsequent application for re-admission shall be determined ab initio (from the beginning) in accordance with applicable admissions policies and procedures.

Requirement for a Student to Withdraw from the University on Academic Grounds

51. School Student Progress Committees, acting under procedures approved by Teaching and Learning Committee, may require a student to withdraw from the University on the grounds of unsatisfactory attendance or academic participation.
52. A Director of Student Experience who considers that a student is at academic risk on the basis of unsatisfactory attendance or academic participation must:
- (a) advise the student, in writing, of the fact that their attendance or academic participation is unsatisfactory;
 - (b) advise the student, in writing, of any conditions which the student is required to fulfil for continued registration.
53. If the student fails to fulfil the conditions as set out by the Director of Student Experience, the Director of Student Experience may subsequently recommend to the School Student Progress Committee that the student be required to withdraw (either permanently or temporarily).
54. The Director of Student Experience shall advise the student, in writing, and giving at least two weeks notice relative to the meeting of the School Student Progress Committee, that s/he may:
- (a) submit any relevant evidence relating to their case to the School Student Progress Committee;
 - (b) present their case to the School Student Progress Committee in person, or nominate a representative to do so on their behalf, provided that they indicate to the named Secretary of the School Student Progress Committee their decision by a date no later than two working days before the meeting.

Procedure of the School Student Progress Committee in recommending a student to withdraw from the University on Academic Grounds

55. After the Committee has heard the evidence in the case, members may determine that the student is required to withdraw, either permanently or temporarily and, if the

latter, make recommendations on the support mechanisms necessary for the student's return, or request an appropriate academic test to be undertaken in advance of return.

56. The Student Progress and Assessment Office shall inform the student and relevant external bodies, in writing, of the decision of the School Student Progress Committee. The notification shall be sent to the student's last known address(es).

Right of Appeal

57. A student who is required to withdraw on academic grounds shall have the right to appeal.
58. To lodge an appeal, a written submission to the Chief Operating Officer must be received in the Chief Operating Officer's office within seven working days of the decision having been sent, in writing, to the student's last known address(es). Subsequent to lodging an appeal, the appellant may be required to complete a standard pro-forma in which the reasons for appeal should be set out against the following criteria:
- (a) that there is evidence of procedural irregularity (including administrative error) in the consideration of their case;
 - (b) that there are circumstances affecting the student's case of which members of the School Student Progress Committee were not aware when they made their decision, and which could not reasonably have been presented to them;
 - (c) that there exists evidence of prejudice or of bias that has affected the decision-making of the School Student Progress Committee.

Where an appeal is deemed admissible, the Appeals Panel, operating under the provisions of regulations 16.95-16.109, shall either confirm the original decision or uphold the appeal.

Withdrawal or placing of conditions on continued registration or progression of a student arising from criminal convictions acquired during the course of studies.

59. Teaching and Learning Committee has a Criminal Convictions Committee to consider such cases, and the Criminal Convictions Committee will first consider written evidence in reaching an initial recommendation.
60. Where the recommendation affects the continued registration or progress of a student the case will be formally considered and the student, together with a representative, will have the opportunity of attending and making a reply which may include relevant new material. All information for the attention of the Panel shall be open to the student unless the Chair shall otherwise determine, having regard to natural justice. In such instances the Criminal Convictions Committee will be chaired by the Pro-Vice-Chancellor (Teaching and Learning), and the Director of Student Experience from the School in which the student is registered will be permitted to attend.
61. Having heard the evidence in the case, the Criminal Convictions Committee will decide on the outcome, which may include requiring a student to withdraw, or placing conditions on their further registration with the University.

62. Where it is necessary for both Teaching and Learning Committee (via its Criminal Convictions Committee) and the Investigating Officer, conducting a disciplinary investigation under Regulation 2, to investigate a closely-connected set of events, those proceedings and their outcomes will be appropriately coordinated.
63. The student will normally be informed of the outcome by the Chair of the Committee, at the conclusion of the hearing of the case, and this will be confirmed in writing. Exceptionally, where the Committee cannot reach an immediate decision, the outcome will be communicated in writing within seven working days.

Right of Appeal

64. A student who is required to withdraw shall have the right to appeal.
65. To lodge an appeal, a written submission to the Chief Operating Officer must be received in the Chief Operating Officer's office within seven working days of the decision having been sent, in writing, to the student's last known address. Subsequent to lodging an appeal, the appellant may be required to complete a standard pro-forma in which the reasons for appeal should be set out against the following criteria:
- (a) that there is evidence of procedural irregularity (including administrative error) in the consideration of their case;
 - (b) that there are circumstances affecting the student's case of which members of the Criminal Convictions Committee were not aware when they made their decision, and which could not reasonably have been presented to them;
 - (c) that there exists evidence of prejudice or of bias that has affected the decision-making of the Criminal Convictions Committee.

Where an appeal is deemed admissible, the Appeals Panel, operating under the provisions of Regulations 16.95-16.109 shall either confirm the original decision or uphold the appeal.

66. Notwithstanding that an appeal has not yet been heard and decided, the University reserves the right to withdraw a student's registration with immediate effect.

Requirement to withdraw under exceptional circumstances

67. In exceptional circumstances, and on the recommendation of the relevant School, the Vice-Chancellor, acting under Regulation 7.3, may suspend a student with immediate effect.

Correspondence

68. The Student Progress and Assessment Office shall conduct all correspondence which formally communicates to a student, or their financial sponsor where appropriate, that the student:
- (a) is required to withdraw, permanently or temporarily;
 - (b) is permitted to temporarily withdraw;

69. Where relevant, notification to a sponsor shall be withheld until after the possibility of appeal has expired or until after the appeal has been heard and concluded.
70. The notification shall be sent to the student's last known address(es).

Repeat of part of a course

71. Under procedures approved by Teaching and Learning Committee, in exceptional circumstances a Subject Examination Board may permit a student to repeat an academic year if they have failed to progress from it to the subsequent year. A student retaking all or part of a course shall do so according to the syllabus and assessment schemes in force in the year in which it is repeated. Similarly, where the course regulations permit the repeat of part of a year, the part that is repeated shall be taken according to the syllabus and assessment schemes in force in the year in which the repeated part is undertaken.

Appointment of Examination Boards

72. Teaching and Learning Committee shall be responsible for assessment policies and procedures. The School Teaching and Learning Committee shall appoint examination boards as may be appropriate, which shall include internal examiners and at least one external examiner.

Title of Awards and Courses

73. The title of awards shall be determined by Teaching and Learning Committee. The titles of courses shall be determined by the Validation Panel for new courses and, subsequently, by the School Teaching and Learning Committee.

Minimum Credits required while registered for an award

74. The minimum credits to be achieved in order to obtain an award shall be determined by Teaching and Learning Committee.

Maximum time allowed while registered for eligibility for an award

75. Teaching and Learning Committee shall determine the maximum time allowed, from date of first registration, for a student to be eligible for an award.
76. For Courses comprising 120 credits or less approval may be sought for an extended period of registration where there are professional development or accreditation requirements. Approval will be subject to consideration of factors of currency of learning and an appropriate level of professional engagement across the period of extended study. Approval may be granted at validation, or subsequently by the appropriate School Teaching & Learning Committee, and reported to Teaching and Learning Committee.

Submission of work for assessment

77. Work submitted for assessment shall:
- (a) be written in English unless otherwise approved by the Validation Panel under guidance from Teaching and Learning Committee;

- (b) be the student's own work except where collaborative working is expressly permitted or other authors are acknowledged by a method acceptable to the examiners;
- (c) become the intellectual property of the University, which may lodge it in the Library or elsewhere and shall have the right to take copies of it and circulate those copies as it shall think fit.

Pass list

78. The Head of School or the Director of Teaching and Learning shall ratify the pass list.

Aegrotat degree

79. The conditions under which a degree or another qualification shall be awarded by aegrotat shall be prescribed by Teaching and Learning Committee.

Ordinary degree

80. A course leading to the award of a degree may lead either to a degree with Honours or to an Ordinary degree.
81. The requirements of a course leading to an Ordinary degree shall be distinct from the requirements of a course leading to an Honours degree.

Categories of awards

Degree with Honours

82. A student registered on a course leading to an award of a degree with Honours may be awarded a degree in one of the following categories:
- (a) First Class Honours
 - (b) Second Class Honours, Division I
 - (c) Second Class Honours, Division II
 - (d) Third Class Honours
 - (e) Unclassified Honours
 - (f) Unclassified Honours Aegrotat

A student who fails the requirement for an award with Honours may be considered by the relevant subject examination board, and subject to any course regulations, for a Pass degree without Honours.

Ordinary degree

83. A student registered on a course leading to an award of an Ordinary degree, or who is eligible for an Ordinary degree in accordance with section 73 may be awarded a degree in one of the following categories:
- (a) Ordinary
 - (b) Ordinary Aegrotat

Graduate Diploma or Graduate Certificate

84. A student registered on a course leading to the award of a Graduate Diploma or a Graduate Certificate may be awarded a Diploma or Certificate in the following category:

(a) Pass

Diploma in Higher Education or Certificate in Higher Education

85. A student registered on a course leading to an award of a Diploma in Higher Education or a Certificate in Higher Education may be awarded a Diploma or Certificate in the following category:

(a) Pass

Foundation Degree (Arts) or Foundation Degree (Science)

86. A student registered on a course leading to an award of a Foundation Degree (Arts) or Foundation Degree (Science) may be awarded that foundation degree in the following category:

(a) Pass

Undergraduate Diploma or Undergraduate Certificate

87. A student registered on a course leading to an award of an Undergraduate Diploma or Undergraduate Certificate may be awarded a Diploma or Certificate in one of the following categories:

(a) Pass

(b) Pass with Distinction

88. Teaching and Learning Committee will set down a schedule of penalties in respect of students who have failed to submit work required for assessment, whether through absence or through failure to observe prescribed deadlines, or who have failed to comply with any relevant procedures. Such penalties shall apply to the element or elements of the course of studies in respect of which the failure occurred. The schedule of penalties shall be published to students clearly and with sufficient notice. The relevant body to consider evidence in mitigation of failures to submit work correctly will determine the application of the normal schedule of penalties to individual cases.

Collusion, Plagiarism and Misconduct

89. It shall be an offence for any student to be guilty of, or party to, attempting to commit or committing collusion, plagiarism or any other misconduct in an examination or work which is submitted for assessment. An examiner who has reason to believe that there may have been collusion, plagiarism or any other misconduct shall report the circumstances to the appropriate Academic Misconduct Panel Investigating Officer, who shall as soon as possible investigate the matter in such manner as may be appropriate, subject to any rules or procedures which may have been prescribed by Teaching and Learning Committee, provided always that the student shall be given reasonable opportunity to make representations.

90. An Academic Misconduct Panel Investigating Officer who has adequate reason to suspect that collusion, plagiarism or other misconduct has occurred shall refer the matter to the Head of School or Academic Misconduct Panel, as appropriate.
91. Under procedures approved by Teaching and Learning Committee, the relevant Academic Misconduct Panel, having found a student guilty of misconduct, shall determine a penalty which may include disqualification from eligibility for the award or some other penalty including but not limited to, in the case of the award of a degree, a class of degree lower than that indicated by the student's academic performance. Students shall be informed of the outcome of the Academic Misconduct Panel's deliberations as quickly as possible. A student shall have the right to appeal.
92. The relevant Examination Board shall prescribe any conditions and procedures for reassessment of a student who has failed the assessment for any module to be counted towards an award within a framework of principles in relation to reassessment set down by Teaching and Learning Committee.

Suitability for Professional Practice

93. This Regulation applies only to students registered on a social work course or the PGCE.

Suitability for Professional Practice procedures may be invoked at any time during any part of a student's course of study, regardless of the source or location of the matter in question. The procedures will be invoked:

- (a) Where there is evidence to suggest that a student is failing to maintain suitability for social work or the PGCE.
- (b) Where information comes to light about previous matters not declared by the student.
- (c) If the student is considered unsuitable for social work practice on health grounds.

The Suitability for Professional Practice procedures, which are approved by Senate, will be published in course handbooks provided to students.

Withholding of an award

94. The University reserves the right to withhold the award of any degree, diploma or certificate and to withhold any recommendation for any award or recognition of study by any accrediting or validating body from a student who is in arrears with their tuition fees.

Appeals

95. There is no right of appeal in the University against the academic judgment of the duly appointed examiners.
96. A student shall have the right to appeal against a decision of the relevant

Progression and Award Board, on one of the grounds described below, in relation to the conduct of assessments affecting:

- (a) failure of the programme – i.e. a decision that no award be made;
- (b) the recommended category of award;
- (c) a decision that a student be required to withdraw from the University, having failed to satisfy the prescribed requirements for academic progress;
- (d) a decision that a student be required to resit one or more assessment units, having failed to satisfy the prescribed requirements for academic progress;
- (e) a decision that a student be required to repeat a year or stage, having failed to satisfy the prescribed requirements for academic progress;
- (f) an individual assessment result in relation to a particular module (or modules) or a particular item (or items) of assessment.

To satisfy the prescribed requirements for academic progress.

97. The grounds for an appeal against a decision of the Progression and Award Board shall be one or more of the following:
- (a) that there existed circumstances affecting the student's performance of which the examiners were not aware when their decision was taken, and which could not reasonably have been presented to the examiners;
 - (b) that there was a procedural irregularity (including administrative error) or other inadequacy in the conduct of the examinations, or processing of marks or grades, or the categorisation of an award of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity;
 - (c) that there exists evidence of prejudice or of bias on the part of an examiner.
98. A student shall have the right to appeal against decisions made under sections 16.93, that the student is required to withdraw from the University, on one or more of the following grounds:
- (a) that there is new evidence material to the decision that was not considered previously and which could not reasonably have been previously presented;
 - (b) that there was a procedural irregularity in the Suitability for Professional Practice process of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity;
 - (c) that the Suitability for Professional Practice Panel failed to comply with the guidance of the relevant professional body.
99. Senate shall appoint an Academic Appeals Board and procedures governing the conduct of appeals shall be set down by the Academic Appeals Board. The composition of the Academic Appeals Board shall be determined by Senate and

published annually in the *Organisation of the University* document for the current year. The functions of the Academic Appeals Board shall be:

- (a) to oversee matters of policy and procedure relating to appeals which are lodged by students on taught courses;
- (b) to receive an annual report on the conduct of taught course appeals;
- (c) to report on, and make recommendations in respect of, appeals matters to Senate via Teaching and Learning Committee.

100. Members of the Academic Appeals Board may also form themselves into Appeals Panels for the purpose of examining appeals made under section 96. An Appeals Panel shall normally consist of four members of the Academic Appeals Board, and be composed of: a Chair, two academic faculty members and one student member. The role of Chair and student member shall be restricted to members of the Academic Appeals Board designated as candidates for these roles in the *Organisation of the University* document. The normal quorum for an Appeals Panel shall be: a Chair, one academic and one student member; but exceptionally may be Chair and two academic faculty members of the Academic Appeals Board.

Decisions of Appeals Panels shall be reached by a simple majority vote of those members present and voting, with the Chair having a second and casting vote if necessary.

101. The Academic Appeals Board may also convene Appeals Panels for the purpose of examining appeals made under section 16.65 as and when required. The Panel shall be composed of three members of the Academic Appeals Board, namely a Chair, one academic faculty member (who should not be from the appellant's Department), and one student member. For cases considered under section 16.93, the academic faculty member should possess significant recent experience of a discipline requiring the determination of professional competence requirements, and a fourth member should be co-opted to the Panel who should be a senior professional from the profession relevant to the appellant. The role of Chair and student member shall be restricted to members of the Academic Appeals Board designated as candidates for these roles in the *Organisation of the University* document. The absence of any Panel member shall render the Panel inquorate.

Decisions of Appeals Panels shall be reached by a simple majority vote of those members present and voting, with the Chair having a second and casting vote if necessary.

102. Nominees of the Chief Operating Officer shall act as Secretaries of the Appeals Board and the Appeals Panels and shall attend their meetings.
103. Before lodging an appeal under sections 16.96-97, the student must first discuss the basis of their appeal with the relevant designated member of the Professional Services as stated in the Academic Appeals Procedures.
104. To lodge an appeal under sections 16.96-97, the student must complete the relevant pro-forma as specified in the Academic Appeals Procedures and ensure this is submitted to, and received by, the Secretary of the Academic Appeals Board within

twenty-one days of the publication of the decision against which the appeal is made.

105. A decision on whether an appeal is upheld, or referred to an Appeals Panel or alternative means of resolution, will be made by the Chair of the Academic Appeals Board. The decision will be based on a judgment as to whether the case falls within the permissible grounds and whether sufficient evidence has been provided in support of the appeal.
106. Where it is decided that an appeal be upheld, the Chair of the Academic Appeals Board will determine a remedy appropriate in the circumstances and the appellant and other relevant parties including the Progression and Award Board will be informed accordingly and advised of any required action.
107. Where it is decided that an appeal is not upheld, the appellant will be informed in writing to this effect and advised of their right to request a further review of their case via the Office of the Independent Adjudicator (OIA).
108. Where it is judged that there is insufficient evidence for a decision to be made, the Chair of the Academic Appeals Board has discretion to either:
 - (a) request additional information from the appellant or other parties;
 - (b) recommend the establishment of an Appeals Panel hearing at which the appellant will be invited to present their case;
 - (c) propose an alternative means of resolution, including referral to other appropriate procedures, where this is deemed to be in the best interest of the student.
109. An appellant who is invited to attend an Appeals Panel hearing shall be entitled to be accompanied by a person of their choice, who may represent him or her, in accordance with the Academic Appeals Procedures. If the appellant wishes to be so accompanied or represented, they shall inform the Secretary of the Academic Appeals Board at least two working days in advance of the time of the hearing and shall at that time also supply the name of that person. A student who is anticipating bringing a legal representative is required to give at least five working days' notice of this to the University.
110. After the Appeals Panel hearing has been presented with the evidence in the case, the appellant (and the person accompanying him or her) shall withdraw while the Panel considers its decision in private. The Appeals Panel will normally invite the appellant (and the person accompanying him or her) to return to hear its decision. However, Appeals Panels reserve the right to defer immediate decision and instead to provide a later written decision. In such cases, the normal time-limit (for reaching a decision, formulating it in writing and despatching it to the appellant) shall be seven working days unless otherwise specified by the Appeals Panel at the time of the hearing, in which case, a specific reason for needing the additional time will be given to the appellant.
111. The Appeals Panel, whose decision shall be final, shall, in the case of an appeal under Section 96 either:
 - (a) arrange for the appellant and the Progression and Award Board to be informed that the appeal is not upheld and that the decision of the Board should not be altered. Where this is the case the appellant will be advised of their right to request a further review of their case via the Office of the Independent Adjudicator (OIA); or

- (b) uphold the appeal and determine a remedy appropriate in the circumstances, and inform the appellant and the Progression and Award Board accordingly. The Panel is authorised, on behalf of Senate, to determine a student's degree class in the light of the outcome of an appeal.
112. The Appeals Panel, whose decision shall be final, shall in the case of an appeal under regulation 98, either:
- (a) arrange for the appellant and the relevant decision-making body to be informed that the appeal is not upheld and that the decision of the relevant decision-making body should not be altered. Where this is the case the appellant will be advised of their right to request a further review of their case via the Office of the Independent Adjudicator (OIA); or
 - (b) uphold the appeal and determine a remedy appropriate in the circumstances, and inform the appellant and the relevant decision-making body accordingly

Fitness to Study

113. Fitness to study is defined as fit to: benefit from the programme of study or research; participate and function largely independently in the university environment including in academic, residential, social, community activities. A student is not fit if they persistently exhibit behaviour that is disruptive to the academic, social or business life of the University. Under procedures approved by Senate, where a Fitness to Study Panel believes that a student is not fit to study, the Director or Deputy Director for the Student Experience (or nominee) may recommend to the Pro Vice Chancellor for Education and Students that the student be required to temporarily or permanently withdraw or that an applicant may be required to withdraw or defer admission.
114. Fitness to Study procedures also apply to students wishing to study abroad and to those going on placements.

Right of Appeal

115. A student who is required to withdraw/temporarily withdraw (or an applicant whose place is withdrawn/deferred) on fitness to study grounds shall have the right to appeal to the Deputy Vice Chancellor in writing within 7 working days of the decision being communicated to the student's address, including their email address, as recorded on their student record. The grounds for appeal must be that there has been procedural irregularity or other inadequacy in the process by which the withdrawal/temporary withdrawal has been required.
116. Where a student or applicant lodges an appeal, they must not attend between the date of the notice in writing that they must withdraw, or temporarily withdraw, and the outcome of the appeal.

Return from temporary withdrawal or deferral of admission on health grounds:

117. A student preparing to return from temporary withdrawal (on health grounds) must satisfy the Fitness to Study Panel that their health has improved sufficiently to [re]commence studies or research

Schedule A

- (1) An *Affiliated Institution* for the purposes of this Regulation is one recognised by Senate for the purposes of the teaching of students registered for courses within that institution which have been approved as leading to a first degree, a foundation degree, diploma, certificate or other distinction of the University of Sussex.
- (2) Except as provided in the Regulations, the conferring of the status of Affiliated Institution shall involve no limitation of the powers of the Governing Body of the College or Institution.
- (3) An Affiliated Institution shall be open to visitation on behalf of Senate.
- (4) An Affiliated Institution shall make provision for the representation of the University on its Governing Body.
- (5) An Affiliated Institution listed in Schedule B(i) to this Regulation may use the title 'a College affiliated to the University of Sussex'.
- (6) The status of an Affiliated Institution may be withdrawn or relinquished at any time subject to the notice required to allow registered students the opportunity to complete their courses.

Schedule B

The following have had conferred upon them the status of Affiliated Institution and teach the following courses validated by the University of Sussex:

- (i) First degrees
Brighton Institute of Modern
Music Croydon College
- (ii) Foundation Degrees, Diplomas and Certificates
Central Sussex
College
Croydon College
Highbury College

Schedule C

The following have had conferred on them the status of Affiliated Institution and teach part or all of the following University courses on a franchised basis:

- (i) First Degrees
Chichester College
Central Sussex College
- (ii) Foundation Degrees, Diplomas and Certificates

Brighton Institute of Modern Music

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