

Regulation 21: Degrees of Master of Arts, Master of Business Administration (MBA), Master of Fine Arts, Master of Laws, Master of Research, Master of Science and for Postgraduate Diplomas and Postgraduate Certificate, including Postgraduate Certificate In Education (PGCE)

General

1. This Regulation applies to the following degrees as specified in the University's Academic Framework:

Master of Arts (MA)
Master of Business Administration (MBA)
Master of Fine Arts (MFA)
Master of Laws (LLM)
Master of Research (MRes)
Master of Science (MSc)

This regulation also applies to the:

Postgraduate Diploma (PgDip)
Postgraduate Certificate (PgCert)
Postgraduate Certificate in Education (PGCE)

2. In accordance with Article 10(1) of the Charter and in accordance with the Statutes, the University shall:
 - a. grant and confer academic awards to qualified candidates where the specified requirements have been met.
 - b. and where there is good cause, revoke any awards granted to them by the University.
3. Awards of the University are conferred 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 Recovery Policy](#).
5. The power to interpret this Regulation shall be vested in Senate.
6. The facilities available to full-time and part-time students shall be prescribed by the University Education Committee.
7. Postgraduate students will be subject to the University's [Policy on Exploitation and Commercialisation of Intellectual Property](#). 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.

8. In order to qualify for a taught postgraduate award, a student shall:
 - 1) Be registered in accordance with this Regulation
 - 2) Have pursued a course of study prescribed by Senate, obtained the minimum credits required for the award while registered and satisfied the assessment requirements prescribed by Senate.
9. 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.

Course Structure

10. The University Education Committee shall maintain oversight of the [Academic Framework](#) which establishes the criteria and rules for courses leading to an award of the University, the new course approval process and the process for subsequent modifications.
11. Under procedures approved by the University Education Committee, the Director of Teaching and Learning of the relevant School of Study may approve a variation in the curriculum for an individual student.
12. The School/Faculty Education Committee shall prescribe that each course is available only to full-time students, only to part-time students, or to both.

Admission

13. Application for admission shall be by the method prescribed by the University.
14. Entry requirements and offer levels for each course are recommended by the relevant Head of School (or nominee) for consideration by the Intake Management Group and approval by the Provost.
15. The School/Faculty Education Committee shall prescribe that each course is available only to full-time students, only to part-time students, or to both.

Exemption from part of a course

14. Consideration of any request for entry with advanced standing on the basis of previous education or relevant experience will be as specified in the University's [Recognition of Prior Learning Policy](#).

Admission to a course

16. 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.
17. The Head of School, or the relevant Admissions Tutor delegated by the Head of School, shall have the authority to admit applicants meeting the standard entrance requirements for a course, Applicants not meeting the standard entrance requirements for a course may be admitted under the authority of the relevant Director of Teaching and Learning, in accordance with the University's Admissions

Policy which also sets out the circumstances in which an appeal will be considered.

Re-admission to a Course

18. 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 Director for the Student Experience (or nominee). Where permission is granted in exceptional cases, the University may apply restrictions to the registration including limiting the number of assessment attempts or constraining the period of study from which the student may benefit.

Registration

19. The minimum and maximum periods of registration are set out in the University's [Academic Framework](#). Extensions to the maximum periods of registration will only be granted in exceptional circumstances.
20. New students are required to complete registration at the commencement of their course of study in the timeframes prescribed by the University.
21. On completion of registration a student shall be entitled to receive an Identification Card which may be required at any time (including in-person examinations) to be produced for the purpose of identification.
22. A late registration fee may be charged where a student does not register within four weeks of the start of the relevant term.
23. In the case of part-time students registration shall be renewed at the beginning of each academic year, or at such time as otherwise set by Regulation.

Simultaneous Registration

24. No person shall be eligible for admission who would thereby be registered simultaneously for an award 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.
25. A student shall not be permitted to register simultaneously for more than one award of the University without the permission of the Director for the Student Experience (or nominee).

The Withholding or Withdrawal of Registration

26. The University shall have the right to withhold or withdraw registration (which may involve, 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

- e. taken by the University relates to registration or re-registration; or
 - e. has been required to temporarily withdraw, 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 date stipulated by the University or the due date of return from temporary withdrawal, or
 - i. fails to comply with the requirements of their Student Visa sponsorship, and therefore jeopardises the University's status as a Trusted Sponsor.
27. 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

28. A student must notify the University of any changes occurring in the particulars supplied for registration purposes. Where 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.

Course Transfers

29. Permission for a student to transfer 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.

Fitness to Study

30. Fitness to study is defined as fit to:
- a. benefit from the programme of study or research;
 - b. participate and function largely independently in the university environment including in academic, residential, social, community activities.
31. A student may be considered not fit to study if they persistently exhibit behaviour that is disruptive to the academic, social or normal business of the University, its staff and other students. Under procedures approved by Senate, where a Fitness to Study Panel believes that a student is not fit to study, the Director for the Student Experience (or their 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.
32. Fitness to Study procedures also apply to students wishing to study abroad and to those going on placements.
33. 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 in accordance with the [Fitness to Study Policy](#). 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.

Attendance and Engagement

34. No person may attend any course, including receiving supervision, unless registered for that course as a student.
35. Students are required to attend and engage with their course as per the University's Attendance, Absence and Engagement Policy. Schools may set out additional expectations in accordance with Professional, Statutory or Regulatory Body requirements.
36. A student, unable by reason of illness, incapacitation or other emergency, to fulfil the attendance requirements, shall inform the School in which they are registered in accordance with the Attendance, Absence and Engagement Policy.

Withdrawal

Temporary Withdrawal during an Academic Year

37. Temporary withdrawal may be requested by a student or be the requirement of another University decision making body, for a specified period under procedures determined by the University Education Committee. Conditions may be set for resuming registration as a student.
38. 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/Semester 2.
39. If granted, such temporary withdrawal will normally be given from the last known date of the student's attendance.
40. Such a request for temporary withdrawal will not normally be considered:
 - a. for a student who has appealed against a decision of an examination board under the appropriate regulations, the result of which is not yet known.
 - b. for students 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 50 to 53 below.
41. 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.
42. Periods of temporary withdrawal will normally be offered for a single year or part thereof (a semester). In exceptional circumstances a student may make an application for one further year via the Director of Student Experience in the relevant school.

Return from temporary withdrawal or deferral of admission on health grounds

43. 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.

Voluntary Permanent Withdrawal from the University

44. A student who wishes to withdraw from the University before the completion of the course on which they are registered must notify the University in writing after consulting the Director of Student Experience in the relevant School.
45. Any refund of course fees will be in accordance with the University's published [Refund Policy](#).
46. Having taken voluntary permanent withdrawal any subsequent admission or readmission to the University shall be determined ab initio (from the beginning) in accordance with applicable admissions policies and procedures.

School Student Progress Panel

47. There shall be a School Student Progress Panel, with membership determined by Senate.
48. The powers and functions of the Panel are set out in the *Organisation of the University* document.
49. The Panel may delegate to their Chairs, or any other member of the Panel 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.

Requirement for a student to withdraw from the university on academic grounds

50. School Student Progress Panels acting under procedures approved by the University Education Committee, may require a student to withdraw from the University on the grounds of unsatisfactory attendance or academic participation. Such cases will be considered in accordance with the University's Attendance Absence and Engagement Policy.

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

51. Criminal Convictions Panels are authorised by Senate to consider such cases in accordance with the University's Criminal Convictions Policy.
52. A student who is required to withdraw following consideration by a Criminal Convictions Panel shall have the right of appeal.

Requirement to withdraw under exceptional circumstances

53. 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

54. The Student Data and Records team shall conduct all correspondence which formally communicates to a student or their financial sponsor (where appropriate) that a student:
 - a. is required to withdraw, permanently or temporarily.
 - b. Is permitted to temporarily withdraw

55. 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.

Assessment

56. The University's expectations relating to assessment are set out in the [Postgraduate Progression and Award regulations](#) and associated policies and guidance.
57. Work submitted for assessment shall:
- a. be written in English unless otherwise approved by the validation panel under guidance from University Education 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.
58. A student required to submit a project, a dissertation, a thesis or a portfolio of musical compositions:
- a. shall work under the direction of a supervisor or supervisors appointed by the Head of School (or nominee);
 - b. shall comply with the requirements prescribed by the validation panel with regard to the topic, form and length of the project or dissertation or thesis or portfolio;
59. Only material which is freely available for publication may be incorporated into work submitted for assessment unless the Director of Teaching and Learning of the relevant School gives specific permission to the contrary. For work permitted to incorporate material not freely available for publication an embargo on consultation or restriction of access may be imposed by the Library for a specific duration on the recommendation of the Director of Teaching and Learning of the relevant School. Other conditions shall apply at the discretion of Senate.

Academic Misconduct

60. 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. Cases of suspected academic misconduct will be subject to the rules and procedures approved by the University Education Committee.

Examination Boards

61. The University Education Committee shall be responsible for assessment policies and procedures and the appointment of external examiners. The terms of reference and membership of examination Boards is set out in the [policy and procedures](#) relating to the conduct of Examination Boards. Examination Boards operate within the University's [Postgraduate Progression and Award Regulations](#).

Award Regulations

62. A postgraduate student shall be required to satisfy the examination board that the requirement for the award has been met for the degree under consideration, as prescribed in the [Academic Framework](#) and the [Postgraduate Progression and Award Regulations](#).

Aegrotat degree

63. The conditions under which a degree or another qualification shall be awarded be aegrotat shall be prescribed by the University Education Committee.

Suitability for Professional Practice - Termination of training

64. This Regulation applies only to students registered on courses where there is a PSRB requirement relating to suitability to practice in a professional setting. [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 expected professional standards
 - 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.
65. Cases of suitability for professional practice will be considered in accordance with the published procedures which will be made available to students on relevant courses.
66. The [Suitability for Professional Practice](#) procedures, which are approved by Senate, will be published in course handbooks provided to students.

Withholding of an award

67. Where an postgraduate student is in arrears with the payment of tuition fees due to the University or to an affiliated institution, 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.

Appeals

68. There is no right of appeal in the University against the academic judgement of the duly appointed examiners.
69. A postgraduate student shall the right of appeal against the decision made by:
- School Student Progress Panels
 - Progression and Award Boards (examination boards)
 - Academic Misconduct Panels
 - Examination Boards at a partner institution (Appeals outcome review only).
70. Such appeals will be considered in accordance with the University's [Academic Appeals Regulations](#).

Schedule A

- (1) An *Affiliated Institution* for the purposes of this Regulation is one recognized by Senate for the purposes of teaching of students registered for courses within that institution which have been approved as leading to a degree or other distinction of the University of Sussex.
- (2) Except as provided in the Regulations, the conferring of the status of an Affiliated Institution shall involve no limitation of 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 course.

Schedule B

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

- i) Masters degrees
Roffey Park Institute
West Dean College of Arts and Conservation
- ii) Postgraduate Certificate, Postgraduate Diploma, Graduate Certificate
Roffey Park Institute
West Dean College of Arts and Conservation