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Ordinance I: Higher Degrees

1. The power to interpret this Ordinance shall be vested in Council, and the power to interpret all Regulations relating to awards under this Ordinance shall be vested in Council, whose decision shall be final.

2. The Taught Masters Degrees awarded by the University shall be the degrees of **Master of Arts**, **Master of Fine Arts**, **Master of Laws**, **Master of Business Administration**, **Master of Research**, **Master of Music**, **Master of Science**, **Master in Teaching and Learning**, **Master of Philosophy (Development Studies)**, **Master of the University** and shall be respectively designated MA, MFA, LLM, MBA, MRes, MMus, MSc, MTL, MPhil (Dev Studies), MUniv.

3. The Research Degrees awarded by the University shall be the degrees of **Master of Philosophy**, **Doctor of Philosophy**, **Doctor of Medicine** and **Doctor of the University**, and shall be respectively designated MPhil, DPhil, MD and DUniv. The degree of Doctor of Philosophy awarded jointly with the University of Brighton shall be designated PhD.

4. The Professional Degrees awarded by the University shall be the degrees of **Professional Master of Philosophy** (which will be available as an alternative award for those registered for the Doctor of Social Work or Doctor of Education), **Doctor of Education** and **Doctor of Social Work** and shall be respectively designated MPhil, EdD and DSW.

5. The Higher Research Degrees awarded by the University shall be the degrees of **Doctor of Laws**, **Doctor of Letters**, **Doctor of Music** and **Doctor of Science** and shall be respectively designated LLD, DLitt, DMus and DSc.

6. A student may be admitted to a Taught Masters degree who has complied with the Regulations, pursued a programme of graduate study approved by the University and has obtained the minimum number of credits required while registered for the award.

7. A student may be admitted to the degree of Master of Philosophy who has complied with the Regulations and has pursued, as a full-time student for not less than one year, or as a part-time student for not less than two years, a programme of graduate study approved by the University under a supervisor appointed by Senate.

8. A student may be admitted to the degree of Doctor of Philosophy who has complied with the Regulations and has pursued, as a full-time student for not less than two years, or as a part-time student for not less than three years, a programme of graduate study approved by the University under a supervisor appointed by Senate.

9. A student may be admitted to the degree of Doctor of Education or Doctor of Social Work who has complied with the Regulations and has pursued, as a
A part-time student for not less than four years, a programme of graduate study approved by the University.

10. A student may be admitted to the degree of Doctor of Laws, Doctor of Letters, Doctor of Music or Doctor of Science who has complied with the Regulations, if at least nine years have passed since their admission to a Bachelor's degree, or eight years since their admission to a Master's degree, or four years since their admission to the degree of Doctor of Philosophy.

11. Senate may exempt a student, on the basis of previous educational or other relevant experience, from part of a prescribed programme.

12. A student who has already successfully completed studies elsewhere may at the discretion of Senate be excused from part of the minimum period of study, provided that before being admitted to the degree the student must have obtained the minimum number of credits while registered for the award in the case of taught Masters degrees or, in the case of Research Degrees, has been registered at the University for at least one year or, in the case of Professional Doctorates, has been registered at the University for at least two years.

13. Senate may make such regulations and other provisions as it considers appropriate relating to all examinations and assessment matters.

14. Subject to Paragraph 11, the prescribed programme of study shall be pursued either fully or partly in the University or an Affiliated Institution as defined in Schedule A to this Ordinance.

15. For the purposes of this Ordinance a fellow of the Institute of Development Studies shall be regarded as a member of the academic staff of the University.

**Schedule A**

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

- Croydon College
- Roffey Park Institute
- West Dean College
At the request and with the concurrence of Senate and without prejudice to the powers of the Vice-Chancellor under Statute V, Council pursuant to the powers in that behalf conferred on it by the Charter and Statutes by resolution makes the following Ordinance:

Ordinance II: Student Discipline

1. Definitions

In this Ordinance:

*The University* means the University of Sussex

*Council* means the Council of the University

*Senate* means the Senate of the University

*Head of School* means the Head of School of one of the Schools of the University (including the Dean of BSMS) the Director of CCE and the Director of the Sussex Centre for Language Studies or the Head of the relevant non-academic Unit (Director of IT Services, Librarian, Director of Residential, Sport and Trading Services, Head of Student Support and Experience). Other members of the University (e.g. the Director of the International Summer School) may appropriately undertake this role as part of specific duties and responsibilities from time to time. In all cases the term “Head of School” shall include the Head of School’s nominee.

*The Students’ Union* means the University of Sussex Students’ Union.

*Student* means any postgraduate or undergraduate student of the University, whether of full-time, part-time, distance learning, Elected Officer (Full-Time), or in continuation status but excluding students in attendance at an affiliated institution, who will be subject to the regulations of the affiliated institution, and excluding students in attendance at the Brighton and Sussex Medical School, who will be subject to the Disciplinary Regulations of the University of Brighton. It applies to all the students referred to above who are recorded as being students of the University, irrespective of whether they are actually registered.

*The Student Discipline Committee* means the Student Discipline Committee appointed by Senate pursuant to paragraph 4 (1) of this Ordinance

*Registrar & Secretary* means the Registrar & Secretary (or nominee).

*The Student Disciplinary Panel* means the Student Disciplinary Panel established by Senate pursuant to paragraph 5 (1) of this Ordinance

*The Student Disciplinary Appeals Board* means the standing committee appointed by Senate pursuant to paragraph 7 (1) of this Ordinance.

2. General Provisions

(1) Students shall maintain a standard of conduct which is not harmful to the work, good order or good name of the University.

(2) Students shall be responsible for making themselves acquainted with all provisions affecting them contained in Articles of the Charter, the Statutes, the Ordinances and Regulations of the University, and in such other Codes of Practice, Handbooks, etc. as Senate and / or
Council shall approve from time to time and shall at the time of first registration sign a Declaration that they will at all times comply with the same. A copy of this Ordinance (inter alia [among other things]) is available on the University website.

(3) The Ordinance applies both during term-time and vacation and during any periods of intermission.

(4) Amendments or additions to this Ordinance by Council shall (unless otherwise stipulated by Council) be of immediate effect.

(5) All members and employees of the University should use all reasonable endeavours to prevent the occurrence or continuance of any breach of University discipline and should immediately report any such occurrence to the appropriate officer or officers of the University.

3. Breaches of Discipline

(1) In all cases where a member or employee of the University observes or is reliably informed of conduct which in their opinion may constitute a breach of discipline they should report such conduct to the Registrar & Secretary, who shall in turn report such:

(i) to the Student Discipline Committee unless they deem the report to be inappropriate for such reference (for example, because the matter may be dealt with under the Degree Regulations);

(ii) to the Vice-Chancellor, so that the Vice-Chancellor may consider whether to use their power under Statute V, independently of this Ordinance;

(iii) to the Head of Student Support and Experience where there are reasonable grounds to believe that the student who is alleged to have breached discipline may be suffering from a mental health difficulty and may be in need of referral to internal or external services. The Head of Student Support and Experience will also be notified when it is likely that an alleged breach of discipline may have had a detrimental effect on the well-being of other students who may themselves require access to University support services, including Counselling.

(2) Examples of what would normally be regarded as breaches of discipline include:

(a) Conduct injurious to the academic or administrative activities of the University (e.g. disruption of teaching, of research, of examinations, of the working of staff);

(b) Falsification or misuse of University records, including Degree, Diploma, or Certificate parchments;
(c) False pretences or impersonation of others within or without the University, in connection with academic attainments or financial awards;

(d) Conduct of a kind which may lead to or has led to conviction under the criminal law, provided that such conduct affects the interests of the University;

(e) Riotous or disorderly conduct (whether or not causing damage) within the University or conduct within or without the University seriously affecting good order within the University.

(f) Violent, threatening, intimidating, harassing or abusive conduct towards a member or employee of the University.

(g) Violent, threatening, intimidating, harassing or abusive conduct towards any person where such conduct is seriously detrimental to the good order or good name of the University.

The above examples are illustrative only and shall not prevent the University from considering and adjudicating upon any other conduct which shall be referred to it as an alleged breach of discipline.

(3) Being under the influence of alcohol or drugs will not normally be accepted as a mitigating factor or an excuse and may be regarded as an aggravating feature.

Mental health difficulties of a long-term nature are not normally regarded as a mitigating factor in student discipline cases. Students who have a diagnosed mental health difficulty are normally expected to take all reasonable steps to ensure that their health is maintained whilst they are a student at Sussex including accessing University support, as agreed with them, and community health services. However, the University recognises that sudden and unexpected changes in mental health may have an adverse impact on an individual’s behaviour and such cases will be referred to the Head of Student Support and Experience for further advice and consideration.

4. Student Discipline Committee

(1) Senate shall appoint a Student Discipline Committee.

(2) The composition of the Student Discipline Committee shall be determined by Senate and published yearly in the Organisation of the University document for the current year.

(3) The functions of the Student Discipline Committee shall be:
(a) To decide, in accordance with sub-paragraph (4) of this clause, upon the instigation of disciplinary proceedings;

(b) To receive from the Registrar & Secretary reports of action taken under the terms of this Ordinance;

(c) To scrutinise all proposals for amendments and additions to this Ordinance and submit recommendations thereon to Senate.

The Committee may delegate to its Chair, in accordance with Statute XVI.3, powers to decide upon the instigation of disciplinary proceedings, including whether to refer the matter under Schedule A, as described below, or to a Student Disciplinary Panel, in the intervals between its meetings.

(4) The Student Discipline Committee shall, after considering the report(s) on the alleged breach(es) of discipline and after such consultation as it sees fit, decide whether disciplinary proceedings under this Ordinance should be instigated. The Committee may refer the matter to the Student Disciplinary Panel, or, if it considers that the alleged breach(es) of discipline does (do) not justify a Student Disciplinary Panel, may refer the matter to the student’s Head of School under Schedule A Breaches of Discipline. If the Committee refers a case to the Student Disciplinary Panel, the Committee shall instruct that the allegation of breach of discipline against the person(s) concerned be investigated by the Registrar and Secretary, so that relevant documentation can be presented to the Student Disciplinary Panel.

5. Student Disciplinary Panel: Constitution

(1) The Student Disciplinary Panel shall consist of three members, namely a Chair, appointed by the Vice-Chancellor as Chair of Senate, normally from among the Pro-Vice-Chancellors, a member of teaching faculty, drawn from a pool of six members of teaching faculty appointed by the Vice-Chancellor as Chair of Senate for a three year period and an Elected Officer (Full-Time) of the Students’ Union nominated by the President of the Students’ Union and appointed by the Vice-Chancellor as Chair of Senate.

(2) Meetings shall be held in closed session. The hearing shall be quorate and shall proceed if the Chair and member of teaching faculty are present.

(3) Decisions of the Student Disciplinary Panel 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.

(4) The Registrar & Secretary shall be the Secretary of the Student Disciplinary Panel and shall attend its meetings.
6. **Student Disciplinary Panel: Procedures**

(1) There shall be served on a student against whom the Student Discipline Committee has decided to instigate disciplinary proceedings, in accordance with Statute XXIII, a written summons from the Registrar & Secretary giving a brief specification of the charge and calling upon him or her with at least fifteen working days' notice to appear before the Student Disciplinary Panel.

(2) The general procedures of the Student Disciplinary Panel shall be approved by Student Discipline Committee. In exceptional circumstances the Student Disciplinary Panel may adopt such further procedures as are consistent with the procedures as it deems necessary for the discharge of its functions. In particular, the Student Disciplinary Panel, with the agreement of all members of the Panel, shall be entitled, prior or otherwise to the hearing, to vary the procedures in any way which it considers to be fair and shall so inform the student.

(3) Any breach of discipline admitted by the student or found by the Student Disciplinary Panel to have been committed may be dealt with by the Student Disciplinary Panel in one or more of the following ways:

(a) the permanent expulsion of the student from the University;

(b) the exclusion (for a specified period of time) of the student from academic or other privileges;

(c) the suspension (for a specified period of time) of the student from academic or other privileges;

(d) the payment by the student of a fine to the University;

(e) a requirement for the student to undertake community service or other work within the University;

(f) the warning of the student as to their future conduct;

(g) the binding over of the student to good behaviour against a surety;

(h) the making good, at the student’s expense, in whole or part, of any damage caused by him or her whether alone or with others; in addition to, or instead of financial reparation, the Student Disciplinary Panel may order the student to make a written apology to any person or persons affected by the breach of discipline;
(i) the administering by the Chair of the Student Disciplinary Panel of a reprimand to the student;

(j) the decision of the Student Disciplinary Panel to take no further action in respect of the breach of discipline.

(4) The Student Disciplinary Panel may, at its discretion, order that penalties (a), (b) and (c) shall be suspended against the student's future good behaviour for a period to be determined by the Panel. If no breach of discipline is committed during the period of suspension, the suspended penalty will not be brought into effect. If, however, there is a further breach, the Student Disciplinary Panel may impose an additional penalty for the subsequent breach as well as ordering that the suspended penalty be brought into effect.

(5) If the student fails to comply in whole or in part with any order of the Student Disciplinary Panel, the Registrar & Secretary may refer that non-compliance back to the Student Disciplinary Panel for further consideration.

7. **Student Disciplinary Appeals Board: Constitution**

(1) An appeal will be heard by a Student Disciplinary Appeals Board which shall consist of three independent members of Council (one of whom shall be Chair) drawn from a pool of six independent members of Council appointed by the Chair of Senate on the recommendation of the Chair of Council plus a Elected Officer (Full-Time) of the Students' Union nominated by the President of the Student’s Union and appointed by the Chair of Senate (subject to that officer not having been previously involved in the case at any level).

(2) The quorum for meetings of the Student Disciplinary Appeals Board shall be two independent members of Council. Any failure by the President of the Students' Union to nominate a member or of any member so appointed to serve on the Student Disciplinary Appeals Board shall not in any way invalidate its proceedings and the Student Disciplinary Appeals Board shall be deemed to be duly constituted. Meetings of the Board shall be held in closed session.

(3) Decisions of the Disciplinary Appeals Board 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.

(4) The Registrar & Secretary shall be Secretary of the Disciplinary Appeals Board and shall attend its meetings.

8. **Procedure for Appeal from the Student Disciplinary Panel to the Student Disciplinary Appeals Board**
(1) A student may, within seven working days of the communication in writing of the finding of and the penalty imposed by the Student Disciplinary Panel give written notice to the Registrar & Secretary of their wish to appeal to the Student Disciplinary Appeals Board whether against the finding of, or the penalty imposed by, the Student Disciplinary Panel. Any such notice should set out the grounds of such appeal. The Registrar & Secretary shall present the case with an appropriate commentary to a Pro-Vice-Chancellor (who did not Chair the Student Disciplinary Panel) appointed by the Vice-Chancellor to determine within seven working days whether the grounds of appeal submitted make an appropriate case for the Student Disciplinary Appeals Board to be convened to consider it.

The grounds for an admissible appeal against the finding of a Student Disciplinary Panel shall be one of the following:

(a) that there exists evidence of prejudice or of bias on the part of a member of the Student Disciplinary Panel;

(b) that there existed evidence relating to circumstances affecting the outcome of the Student Disciplinary Panel which the Panel were not aware when their decision was taken and which could not have been reasonably presented to them;

(c) there was a procedural irregularity which materially affected the outcome of the hearing before the Student Disciplinary Panel.

Where a student has admitted guilt and the appeal is against the penalty imposed by the Student Disciplinary Panel, the Registrar and Secretary will normally refer the case directly to the Student Disciplinary Appeals Board.

(2) Where a case has been determined that it should be heard by the Student Disciplinary Appeals Board the Registrar & Secretary shall call the student to a hearing with at least fifteen working days' notice and shall be supplied with a copy of the Minutes of the proceedings of the Student Disciplinary Panel. At the same time, the student shall be informed that they are entitled to be accompanied by one other person (who may speak on their behalf), and that, if they wish to be so accompanied they shall inform the Registrar & Secretary accordingly of the name of the person accompanying them at least five working days in advance of the time of the hearing and whether they intend to be present at the hearing.

(3) In any case where the student informs the Registrar & Secretary, in accordance with sub-paragraph (2), that they will be accompanied by a legal adviser, the University shall have the right to be accompanied by a legal adviser.
(4) The Student Disciplinary Appeals Board will invite either party to call or present additional evidence which it is satisfied could not have been made available to the Student Disciplinary Panel and which had it been available could have materially affected the outcome of the hearing of the Student Disciplinary Panel. Such evidence must be sent to the Registrar and Secretary at least five working days in advance of the hearing who will furnish such information to the Student Disciplinary Appeals Board and to both parties. In such an event the other party may present further evidence at the hearing to meet any new or additional issues raised. The Student Disciplinary Appeals Board shall only permit witnesses to be called if their testimony relates to any additional evidence referred to above. Any witnesses called under this sub-paragraph may be examined, cross-examined and re-examined.

(5) At the hearing, the student will be the first party to address the Student Disciplinary Appeals Board.

(6) The Chair may invite an individual (normally the Chair of the Student Disciplinary Panel which heard the original hearing) to respond on behalf of the University.

(7) Both parties may be examined, cross-examined, and re-examined.

(8) Both parties shall withdraw while the Student Disciplinary Appeals Board, accompanied only by its Secretary, considers the presented information.

(9) Both parties will be invited to return to make any closing statements.

(10) Both parties shall withdraw while the Student Disciplinary Appeals Board, accompanied only by its Secretary, considers its decision. The student will be invited to return to hear the decision.

(11) The Student Disciplinary Appeals Board may:

(a) confirm, set aside or vary any finding of liability by the Student Disciplinary Panel;

(b) confirm, set aside, increase, decrease or otherwise vary any penalty imposed by the Student Disciplinary Panel.

(12) In the case of rejection of an appeal against a finding of liability, the student may make a plea in mitigation of the penalty imposed; in doing so, they may call witnesses (who should be on standby for such an event).

(13) The Chair may invite an individual (normally the Chair of the Student Disciplinary Panel which heard the original hearing) to respond on behalf of the University.
(14) Both parties may be examined, cross-examined, and re-examined.

(15) Both parties shall withdraw while the Student Disciplinary Appeals Board, accompanied only by its Secretary, considers the presented information.

(16) Both parties will be invited to return to make any closing statements.

(17) Both parties shall withdraw while the Student Disciplinary Appeals Board, accompanied only by its Secretary, considers is decision. The student will be invited to return to hear the decision.

(18) The decision of the Student Disciplinary Appeals Board both as to finding and penalty shall be final and shall be communicated in writing to the student by the Registrar & Secretary.

(19) In exceptional circumstances, the Student Disciplinary Appeals Board may adopt such further procedures as are consistent with the procedures mentioned in this Ordinance as it deems necessary for the discharge of its functions. In particular, the Student Disciplinary Appeals Board shall be entitled to vary the procedures mentioned in this Ordinance in any way prior or otherwise to the hearing which it considers to be fair and shall so inform the student.

(20) The Student Disciplinary Appeals Board shall be entitled at its discretion to adjourn or postpone a hearing.

(21) In all cases the Registrar & Secretary shall keep a Minute of the proceedings.

9. Criminal Proceedings

The fact that criminal proceedings have been threatened or instituted against a student in respect of any conduct shall not preclude the University from instituting and/or continuing disciplinary proceedings against him or her provided such are thought necessary in the interests of the University. The Student Disciplinary Panel or the Disciplinary Appeals Board may nevertheless decide on the special facts of any particular case to adjourn further consideration of the disciplinary proceedings until criminal proceedings have been concluded.

10. Schedule A: Breaches of Discipline

(1) The Student Discipline Committee is empowered to decide whether proceedings under the Ordinance should be instigated. In a case where the Committee considers that a breach of discipline may be involved which does not justify a hearing of the Student Disciplinary Panel, the matter should be referred by the Chair to the Student’s Head of School. The matter may be referred, at the Chair’s sole discretion, to the Head of the relevant non-academic unit (or nominee), in which
case references below to “Head of School” shall include the head of unit (or nominee) (see definitions in paragraph 1, above).

(2) A breach of discipline which is not deemed by the Student Discipline Committee to justify a hearing of the Student Disciplinary Panel, will be deemed a Schedule A breach and will be one for which the penalty would not require permanent or temporary exclusion of the Student from the University, nor any fine in excess of £200 (a figure which should be periodically reviewed by the Committee under delegated authority).

(3) A Student accused of a Schedule A breach of discipline will be invited to appear before their Head of School and may be accompanied by a friend or colleague (but not a legal representative) to discuss the allegation. The Head of School will then consult such other people as they think fit and hear the views of any other witness or witnesses requested by the Student.

(4) If,

(i) the student has been notified of the date and time of the meeting with the Head of School, and

(ii) there is a reasonable expectation that the invitation was received

(iii) the student then fails or declines to attend, without good reason

the Head of School shall proceed to consider the matter in accordance with this Ordinance, but in the student’s absence and on the basis of the written evidence provided.

(5) If on investigation the Head of School considers that the breach is of a more serious nature, they will refer it back to the Chair of the Student Discipline Committee for appropriate action.

(6) The Head of School will decide upon a penalty, if any, which should normally include making good any damage caused by the Student. A written report of the decision will be made to the Chair of the Student Discipline Committee and a copy given to the Student.

(7) In the case of a Student who wishes to appeal against the decision of their Head of School, the appeal should be lodged in writing within seven working days and will be heard by one of the Pro-Vice-Chancellors nominated by the Vice-Chancellor.
Ordinance III: Award of Degrees, Diplomas, Certificates and Other Distinctions

Preamble

The following are extracts from the Charter and Statutes of the University:

"The University shall, subject to the provisions of this Our Charter and the Statutes, have the following powers:

(b) To grant and confer under conditions laid down in its Statutes or Ordinances, 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 any provisions which are or may be made in reference thereto by the Statutes or Ordinances and that there shall be at least one external and independent examiner appointed by Senate for the final examinations prescribed for any bachelor's Degree, and also for the examinations prescribed for any higher Degree.

(c) To confer Honorary Degrees and other distinctions on approved persons; provided that all Honorary Degrees and other distinctions so conferred shall be held subject to any provisions which are or may be made in reference thereto by the Statutes or Ordinances.

(d) 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."

(Charter, Article 15)

"The Senate shall, in addition to all other powers vested in it by the Charter and these Statutes, have the following powers and functions:

(b) To authorise the award of Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions to persons who have satisfied the conditions for the award thereof as prescribed in the Ordinances or Regulations.

(d) On what it shall deem to be good cause and after a report to the Council, 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 provided that no person shall be deprived of any Honorary Degree except with the approval of the Council."

(Statute XIV. 4)
"1. The University may, without examination, confer an Honorary Degree on any person whom it may deem worthy of such a distinction; provided that the holder of such an Honorary Degree shall not be entitled to practise any profession by virtue of the fact that he or she has been admitted thereto.

2. No person shall be admitted by the University to an Honorary Degree unless his or her name has been approved for that purpose both by the Council and by the Senate.

3. The Council, in consultation with the Senate, may make Regulations for governing the procedure to be followed in dealing with a proposal to confer an Honorary Degree."

(Statute XVII)

"In addition to the matters which may by virtue of the provisions of the Charter or of these Statutes be dealt with by Ordinances, the following matters shall be prescribed or regulated by Ordinances:

(a) The requirements to be complied with by students before qualifying for the award of Degrees, Diplomas, Certificates and other distinctions of the University."

(Statute XIX)

Ordinance

1. The degrees (other than Honorary 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.

2. The degree of master or of doctor may be conferred as an Honorary Degree of the University after the joint resolution of Senate and Council. The procedure for nomination and approval of candidates for Honorary Degrees shall be prescribed by Regulation.

3. Degrees shall normally be conferred at a Congregation of the University to be held for that purpose at such time and place as may be determined provided that a Congregation shall be held at least once in each calendar year. Persons other than members of the University may be invited to be present on such occasions. Degree Congregations shall be presided over by the Chancellor or in his or her absence by the Vice-Chancellor. Degrees may also be conferred in absentia by the Chancellor, or in the absence of the Chancellor, by the Vice-Chancellor (or his nominee).

4. The University reserves the right to withhold registration or re-registration, or to withdraw registration, not to confer a degree, and not to award a foundation degree, diploma or certificate to a candidate or such lesser sanction as may
be specified in regulations unless he or she has paid the fees prescribed by the University and any other sums due to the University.

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.

**Explanatory Footnote** (Not part of the Ordinance)

Reference is made at several points in this Ordinance to Senate. The manner in which Senate discharges its responsibility for the various aspects of these Regulations is described in the annual *Organisation of the University* document.
Ordinance IV: First Degrees

1. The first degrees of the University shall be the degrees of Bachelor of Arts, Bachelor of Engineering, Bachelor of Music, Bachelor of Medicine, Bachelor of Surgery, Master of Chemistry, Master of Computing, Master of Engineering, Master of Mathematics, Master of Physics, Bachelor of Science and Bachelor of Laws and shall be respectively designated BA, BEng, BMus, BM, BS, MChem, MComp, MEng, MMath, MPhys, BSc, and LLB.

2. In order to qualify for a first degree of the University, every student shall have:
   (1) been registered in accordance with the Regulations relating to the particular degree;
   (2) pursued the programme of study prescribed by Senate and satisfied the examination requirements prescribed by Senate;
   (3) paid the prescribed fees; and
   (4) complied with such other Ordinances and Regulations and other regulations as may be relevant.

3. Subject to 5 below, the prescribed programme of study shall be pursued either fully or partly in the University or an Affiliated Institution as defined in Schedule A to this Ordinance.

4. A student may be admitted to a first degree who has complied with the Regulations, pursued a programme of undergraduate study approved by the University and has obtained the minimum number of credits required while registered for the award.

5. Senate may exempt a student, on the basis of previous educational or other relevant experience, from part of a prescribed programme.

6. Senate may make Regulations prescribing:
   (1) those failures and offences by a student in the preparation and submission of work which counts towards their assessment or degree qualification for which penalties may be imposed by examination boards, and
   (2) the nature of the penalties which may be so imposed.

7. Senate shall make Regulations prescribing the procedures to be followed before a student is required to withdraw from the University on academic grounds. Further conditions under which a student for a first degree in the University shall be permitted to continue their programme of study may be prescribed by Senate.
8. Senate may make such Regulations as it considers appropriate in regard to examination boards, aegrotat degrees, resitting of examinations, appeals against degree classification and all other matters relating to assessment.

9. For the purposes of this Ordinance a fellow of the Institute of Development Studies shall be regarded as a member of the academic staff of the University.

10. The power to interpret this Ordinance shall be vested in Council, and the power to interpret all Regulations relating to first degrees made under this Ordinance shall be vested in Council, whose decision shall be final.

Schedule A

(1) An Affiliated Institution for the purposes of this Ordinance is one recognised by Senate for the purposes of the teaching of students registered for programmes within that institution which have been approved as leading to a first degree 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 to this Ordinance 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 programmes.

Schedule B

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

- Brighton Institute of Modern Music
- Croydon College
- Ravensbourne College of Design and Communication

Schedule C

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

- Chichester College
Central Sussex College

**Explanatory Footnote** (Not part of the Ordinance)

Reference is made at several points in this Ordinance to Senate. The manner in which Senate discharges its responsibility for the various aspects of these Regulations is described in the annual *Organisation of the University* document.
**Ordinance V: Foundation Degrees, Diplomas, Certificates and other Distinctions**

1. The foundation degrees of the University shall be the Foundation Degree (Arts) and Foundation Degree (Science) and shall be respectively designated FdA and FdSc.

2. In order to qualify for a foundation degree, diploma, certificate, or other distinction of the University, every student shall have:

   (1) been registered in accordance with the Regulations relating to the particular foundation degree, diploma, certificate, or other distinction;

   (2) pursued the programme of study prescribed by Senate and satisfied the examination requirements prescribed by Senate;

   (3) paid the prescribed fees; and

   (4) complied with such other Ordinances and Regulations and other regulations as may be relevant.

3. Subject to 4 below, the prescribed programme of study shall be pursued either in the University or in an Affiliated Institution or partly in the University and partly at an Affiliated Institution as defined in Schedule A to this Ordinance.

4. Senate may exempt a student, on the basis of previous educational or other relevant experience, from part of a prescribed programme at the University or at an Affiliated Institution as Senate shall determine.

5. The procedures which shall be followed before a student for a foundation degree, diploma, certificate, or other distinction of the University is required to withdraw from the University on academic grounds shall be prescribed by Senate. Further conditions under which a student for a foundation degree, diploma, certificate, or other distinction of the University shall be permitted to continue their programme of study may be prescribed by Senate.

6. For the purposes of this Ordinance a fellow of the Institute of Development Studies shall be regarded as a member of the academic staff of the University.

7. The power to interpret this Ordinance shall be vested in Council, and the power to interpret all Regulations relating to foundation degrees, diplomas, certificates and other distinctions made under this Ordinance shall be vested in Council, whose decision shall be final.

**Schedule A**

(1) An *Affiliated Institution* for the purpose of this Ordinance is one recognised by Senate for the purposes of the teaching of students registered for
programmes within that institution which have been approved as leading to a foundation degree, diploma, certificate, or other distinction of the University of Sussex.

(2) Except as provided for 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) 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 programmes.

Schedule B

The following have had conferred upon them the status of Affiliated Institution and teach foundation degree, diploma and certificate programmes validated by the University of Sussex:

Central Sussex College
Croydon College
Highbury College
Ravensbourne College of Design & Communication

Schedule C

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

Brighton Institute of Modern Music

Explanatory Footnote (Not part of the Ordinance)

Reference is made at several points in this Ordinance to Senate. The manner in which Senate discharges its responsibility for the various aspects of these Regulations is described in the annual Organisation of the University document.
Ordinance VI: The Students' Union

1. Pursuant to Article 14 of the Charter, there shall be a students' union of the University, the name of which shall be 'THE UNIVERSITY OF SUSSEX STUDENTS' UNION' (hereinafter called the 'Union').

2. The aims of the Union shall be as stated in the Constitution of the Students' Union.

3. The membership of the Union shall be as stated in the Constitution of the Students' Union.

4. (1) The Constitution prepared by the Union subsidiary to this Ordinance for the furtherance of the aims of the Union, and any subsequent amendments thereto, shall take effect and be binding on all members of the Union upon the approval of a two-thirds majority of the Union in General Meeting, to be ratified by a two-thirds majority of the Union in a further meeting or upon the simple approval of the Union in Annual General Meeting, and upon the approval of the Council of the University.

(2) The Constitution shall (in particular and without limiting the generality thereof) make provision for (inter alia [among other things]) the calling, holding and conduct of General Meetings of the Union; for the election and responsibilities of officers of the Union; for the establishment and conduct of all the Committees of the Union; and for the affiliation of student federations, societies and clubs to the Union.

5. The Union shall be funded from the University's general income through the normal planning and budgetary processes currently in force for University budgetary centres and spending units, and shall be accountable to the Council of the University for the expenditure of the funds allocated to it within such more detailed prescriptions as Council may require from time to time. The Union shall be required to observe the financial regulations and procedures prescribed by Council for the expenditure of University funds and, in particular, shall present its budget and accounts annually to Council or to such other body as Council may nominate.

6. The accounts of the Union shall be audited annually by a member of a body of accountants established in the United Kingdom and for the time being recognised for the purposes of the Companies Act. The accounts shall be presented to the Annual General Meeting of the Union.
Ordinance VII: Composition of Senate Pursuant to Statute XIV.1 and XIV.2

Preamble

The following are extracts from the Charter and Statutes of the University:

“(1) There shall be a Senate of the University (hereinafter called “the Senate”) which shall, subject to the provisions of this Our Charter and the Statutes and to the general control and approval of Council, be responsible for the academic work of the University, both in teaching and in research, and for the regulation and superintendence of the education and discipline of the students of the University.

(2) The constitution of the Senate, its powers and functions, the manner of election and period of office of its members, the manner of filling vacancies in its membership, and all other matters relative to Senate which it may be thought proper so to regulate, shall be as prescribed in the Statutes.”

(Charter, Article 12)

“1. The Senate shall consist of the following persons, namely:

(i) The Vice-Chancellor.
(ii) The Pro-Vice-Chancellors.
(iii) The Heads of the Schools of Studies.
(iv) Holders of such other offices as prescribed by the Ordinances.
(v) Such number of members of the academic staff (other than those mentioned in clauses (i) to (iii)) as prescribed by the Ordinances which may prescribe a proportion or number of such members as being required to hold or not to hold academic positions of seniority.
(vi) Such number of members of the Professional Services staff as prescribed by the Ordinances.
(vii) Holders of such offices in the Students’ Union as prescribed by the Ordinances.
(viii) Such numbers of students as prescribed by the Ordinances.

2. The members of the Senate referred to in clauses (iv), (v), (vi) and (viii) of paragraph 1 shall be appointed or elected by such persons in such manner and shall hold office for such periods as shall be prescribed by the Regulations.”

(Statute XIV)
Ordinance

1. The holders of the offices referred to in Statute XIV.1(iv) shall consist of the following persons:

   The Librarian  
   The Director of Information Technology Services  
   The Director of the Sussex Centre for Language Studies

2. The number of elected members by and from the academic members of staff shall be two from each School of Studies. (For the purpose of this Ordinance the School of English shall include the Sussex Centre for Language Studies.)

3. The number of elected members by and from the Professional Services Staff referred to in Statute XIV.1(vi) shall be two.

4. The holders of the offices referred to in Statute XIV.1(vii) shall consist of the following persons:

   The President of the Students’ Union  
   The Education Officer of the Students’ Union

5. The number of elected members by and from the students referred to in Statute XIV.1(viii) shall be five.

Explanatory Footnote (Not part of the Ordinance)

The election of members referred to in Paragraphs 2, 3 and 5 shall be in accordance with the Regulations for the Election of Members of Senate Pursuant to Statute XIV.1(v), 1(vi) and 1(viii).
Ordinance VIII: Appointment of Members of Academic Staff Pursuant to Statute VIII.2

Preamble

The following is an extract from Statute VIII:

“2. The procedure for the appointment of members of the academic staff shall be as prescribed in the Ordinances.”

Ordinance

1. The appointment of members of the academic staff shall be subject to the provisions of the Charter, Statutes, Ordinances, and Regulations of the University.

2. The procedures for and the terms and conditions of appointment of members of the academic staff shall be as prescribed from time to time by Council in consultation with Senate.
Ordinance IX: Establishment of Schools of Studies Pursuant to Statute XV.1

Preamble

The following are extracts from the Charter and Statutes of the University:

“(1) There shall be Schools of Studies and such other units of academic organisation as may be constituted by Council on the recommendation of Senate.

(2) The constitution of Schools of Studies, their powers and functions, and all other matters which it may be thought proper so to regulate, shall be as prescribed in the Ordinances.”

(Charter, Article 13)

"XV. Schools of Studies

1. There shall be Schools of Studies which shall be established, varied or disestablished by the Ordinances and there may be other academic organisations which shall be established, varied or disestablished by Regulation.

2. The Senate shall by Regulation prescribe which subjects shall belong to which School or Schools of Studies, or other unit or units of academic organisation.”

(Statute XV)

Ordinance

The Schools of Studies referred to in Statute XV.1 shall consist of the following, namely:

Brighton and Sussex Medical School
School of Business, Management and Economics
School of Education and Social Work
School of Engineering and Design
School of English
School of Global Studies
School of History, Art History and Philosophy
School of Informatics
School of Law, Politics and Sociology
School of Life Sciences
School of Mathematical and Physical Sciences
School of Media, Film and Music
School of Psychology
Ordinance X: Disciplinary and Dismissal Tribunal

1. General

This Ordinance is made pursuant to Statute XXI.17 and refers to the preparation, hearing and determination of charges by a Tribunal set up in accordance with Statute XXI.15 and 16.

2. Membership of Tribunal

Council, or its Chair, shall nominate the Chair of the Tribunal and one member of Council, who is not a person employed by the University, and Senate, or its Chair, shall nominate one member of the academic staff.

3. Tribunal Hearing

The charges shall be determined at an oral hearing of the Tribunal. The hearing will normally be held within two months of the appointment of the Tribunal, and the member of staff shall be given no less than twenty days written notice of the hearing, or such other date as may be mutually agreed.

The Chair of the Tribunal shall ensure that the hearing is conducted as expeditiously as possible, but may, at their discretion, postpone or adjourn the hearing for a limited period. The Chair may remit the charges to the Vice-Chancellor for further consideration or for the correction of accidental errors.

4. Representation

The member of the academic staff concerned shall have the right to be represented by another person, who may be legally qualified or not.

5. Tribunal Procedures

The Tribunal may, at its discretion, determine the procedures to be adopted at the hearing and for the recording of its decision. These procedures shall provide for the member of staff and their representative to submit documents and call witnesses relevant to the charges, and to question witnesses, and shall allow the member of the academic staff concerned and their representative to be present throughout the hearing of evidence. The member of the academic staff concerned and the Registrar or other officer designated by the Registrar shall exchange copies of documents to be submitted to the Tribunal and the names of witnesses at least seven days before the hearing.
Ordinance XI: Appeals

1. General

This Ordinance is made pursuant to Statute XXI.29 and refers to the preparation, consolidation, hearing and determination of appeals submitted under Part V of Statute XXI.

2. Persons Hearing Appeals

Council, or its Chair, shall appoint a person to determine the appeal. The appointed person shall be a person not employed by the University holding, or having held, judicial office or being barristers or solicitors of at least ten years' standing. If the appointed person so requests, Council, or its Chair, shall nominate one member of Council, not being a person employed by the University, and Senate, or its Chair, shall nominate one member of the academic staff, to sit with the person appointed.

3. Appeal Hearing

The appeal shall be determined by the appointed person after an oral hearing. The hearing will normally be held within two months of the nominations of the appointed person and other members hearing the appeal, and the member of staff shall be given no less than twenty days written notice of the hearing, or such other date as may be mutually agreed.

The appointed person shall ensure that the hearing is conducted as expeditiously as possible, but may, at their discretion, postpone or adjourn the hearing for a limited period.

4. Representation

The member of staff concerned shall have the right to be represented by another person, who may be legally qualified or not.

5. Procedures

The appointed person may, at their discretion, determine the procedures to be adopted at the hearing and for the recording of its decision. The procedures shall provide for the member of staff and their representative to call witnesses, with the consent of the person or persons hearing the appeal, and shall allow the member of the academic staff concerned and their representative to be present throughout the hearing of evidence. The member of the academic staff concerned and the Registrar or other officer designated by the Registrar shall exchange the names of witnesses at least seven days before the hearing.
Ordinance XII: Grievance Committee

1. General

This Ordinance is made pursuant to Statute XXI.36 and refers to the consideration and determination of grievances by a Grievance Committee set up in accordance with Statute XXI.34 and 35.

2. Membership of Grievance Committee

Council, or its Chair, shall nominate the Chair of the Grievance Committee and one member of Council, who is not a person employed by the University, and Senate, or its Chair, shall nominate one member of the academic staff.

3. Hearing of Grievance Committee

The grievance shall be considered at an oral hearing of the Grievance Committee. The hearing shall normally be held within two months of the appointment of the Grievance Committee, and the aggrieved person shall be given no less than twenty days written notice of the hearing, or such other date as may be mutually agreed.

4. Representation

The aggrieved person shall have the right to be accompanied by a friend or representative.

5. Grievance Committee Procedures

The Grievance Committee may, at its discretion, determine the procedures for considering and determining the grievance, including those to be adopted at the hearing and in the recording of decisions. The procedure shall provide for the aggrieved person and their friend or representative to be present throughout the hearing of evidence.
Ordinance XIII: Appointment of Pro-Vice-Chancellors Pursuant to Statute VII.1

Preamble

The following are extracts from the Charter and Statutes of the University.

“(1) There shall be one or more Pro-Vice-Chancellors of the University who shall, subject to the Statutes, during the absence of the Vice-Chancellor exercise and perform such of the functions and duties of the Vice-Chancellor as the Vice-Chancellor or, if there should be a vacancy in the office of the Vice-Chancellor or if the Vice-Chancellor should be incapacitated, Council may delegate to them or to any of them.

(2) The number of Pro-Vice-Chancellors and the manner of the appointment of each of them and their respective periods of office and their respective powers and duties shall be prescribed by or pursuant to the Statutes.”

(Charter, Article 9)

"VII. The Pro-Vice-Chancellors

1. There shall be such number of Pro-Vice-Chancellors as shall be determined by the Council. One of these Pro-Vice-Chancellors shall be appointed as Deputy Vice-Chancellor.

2. The Pro-Vice-Chancellors (including the Deputy Vice-Chancellor), who shall be members of the academic staff, shall be appointed by the Council on the recommendation of the Vice-Chancellor (who shall before making any recommendation consult with the Senate) and shall hold office for such period as shall be determined by the Council and shall be eligible for re-appointment.

3. If an office of Pro-Vice-Chancellor becomes vacant by the death or resignation of the holder or from any other cause before the expiration of his or her period of office, the Council shall appoint a successor, who shall hold office during the unexpired portion of the period of office of his or her predecessor.

4. A Pro-Vice-Chancellor may resign in writing addressed to the Secretary of the Council.

5. The powers and duties of the Pro-Vice-Chancellors shall be prescribed by the Council and different powers and duties may be prescribed for each of them.

6. Any delegation to the Vice-Chancellor or by the Council to a Pro-Vice-Chancellor pursuant to Article 9 of the Charter shall be to the Deputy Vice-Chancellor who may nevertheless authorise any other Pro-Vice-
Chancellor to exercise any function or duty so delegated to him or her on his or her behalf."

(Statute VII)

Ordinance

1. There shall be a Deputy Vice-Chancellor and such number of other Pro-Vice-Chancellors as shall be determined by Council.

2. The Pro-Vice-Chancellors (who shall be members of the academic staff) shall be appointed by Council on the recommendation of the Vice-Chancellor (who shall before making any recommendation consult with Senate) and shall hold office for a period to be determined by Council on the recommendation of the Vice-Chancellor, not exceeding five years in the first instance and commencing on the first day of August in the year in which they are appointed, and shall be eligible for re-appointment.

3. The duties of the Pro-Vice-Chancellors, other than the Deputy Vice-Chancellor, shall be to assist the Vice-Chancellor in the management of the University and to undertake such specific responsibilities as the Vice-Chancellor may from time to time assign to them.
Ordinance XIV: Suspension of Students

Preamble

This Ordinance is made pursuant to Statute V.4, which reads as follows:

“V. The Vice-Chancellor

4. The Vice-Chancellor may refuse to admit any person as a student of the University without assigning any reason, and may suspend any person from any class or classes, and may exclude any person from any part of the University or its precincts; provided that these powers shall not extend to a member of the staff and may be delegated by the Vice-Chancellor as he or she may think fit and that in the case of a student any such suspension or exclusion shall be reported to the Council and the Senate at their next meetings.”

Ordinance

The Heads of Schools, acting under delegated authority from the Vice-Chancellor, may suspend any student from within their School from any class or classes for up to 48 hours and may exclude any student from within their School from any part of the University or its precincts for up to 48 hours, provided that such suspension or exclusion shall be reported to the Council and the Senate at their next meetings.
Regulations for Membership of Council Pursuant to Statute XIII.1(iv), 1(v), 1(vi), 3(2), 3(3), 3(4), 3(5), and 6(1), Statute XXV, and to Other Matters

1. For the purpose of these Regulations, an ‘ordinary member’ of Council is any member other than the Chair, Vice-Chair or Treasurer or an ex officio member. ‘Membership’ means membership of Council as an ordinary member. An ‘independent member’ of Council means a member who is neither an employee nor a student of the University.

2. A ‘term of membership’ on Council will be three years. Each term of membership will start on 1 August in the year of the appointment.

3. ‘Office’ means the office of Chair, Vice-Chair or Treasurer and an ‘officer’ (for the purpose of these Regulations) is a person who occupies one of these offices.

4. A ‘term of office’ on Council will be three years. Each term of office will start on 1 August in the year of election to the office.

5. An ordinary member may not serve on Council for more than three consecutive terms of membership.

6. An ordinary member who has served on Council for three consecutive terms of membership may be re-appointed as a member of Council after a break in membership of not less than three years.

7. An independent member may serve as an officer of Council for up to three terms of office. Periods spent as an officer do not count in the calculation of periods spent as an ordinary member and vice versa.

8. An individual who has served as an officer for three terms of office may be reappointed as an officer after a break of not less than three years, provided that the individual has not been an ordinary member during the intervening period.

9. For the purposes of calculating an independent member’s service on Council, if a member is elected to serve as an officer of Council, they will start a new period of service. If, at the end of their period of service as an officer, they revert to being an ordinary member, their previous service as an ordinary member will count in calculating how much longer they can serve as an ordinary member of Council.

10. There is no age limit for service on Council, including as Chair, Vice-Chair or Treasurer.

11. The Vice-Chair of Council will hold office for two years, starting on 1 August in the year of the appointment, and will be eligible for re-election. Periods spent
as Vice-Chair will count as ordinary membership in the calculation of membership periods.

12. All academic members of Senate (whether elected or *ex-officio*) will be eligible to nominate and vote in the elections for members of Senate to serve on Council. Nominees must be individuals who will be members of Senate at the time of their election to Council. Non-academic staff members of Senate, Observers and those in attendance at meetings of Senate are not eligible to take part in these elections.

13. The following will be eligible to nominate, be nominated and vote in the elections for members of the academic staff referred to in Statute XIII.1(v): all of the academic staff (i.e. those on Teaching or Research Faculty Conditions of Service) who (a) hold University appointments on the census date (see next paragraph) and (b) whose continuous service with the University will be at least one year by the end of the contract which is in force on the census date.

The census date is a date at the start of the election, chosen by the Returning Officer, when the names of those eligible to be included in the electorate will be determined.

No names will be added to the list of the electorate once it has been established on the census date.

14. The following will be eligible to nominate, be nominated and vote in the election for the member of Professional Services staff referred to in Statute XIII.1(vi): Operational Support Staff (OS); Professional Services Staff: Professional and Management (PM); Professional Services Staff: Support (PS); Technical Staff: Management (TM); Technical Staff: Support (TX); Operational Craft Staff (OX) who (a) hold University appointments on the census date (as defined in 13 above) and (b) whose continuous service with the University will be at least one year by the end of the contract which is in force on the census date.

No names will be added to the list of the electorate once it has been established on the census date.

15. The conduct of and timetable for each election will be the responsibility of the Registrar & Secretary. The Registrar & Secretary (or their nominee) will be the Returning Officer for the elections.

16. In the event that the number of candidates in an election is less than or equal to the number of places to be filled, candidates will be declared elected after the closing date for the receipt of nominations without a ballot being held.

17. Voting in staff membership elections will be by single transferable vote. Voting in officership elections will be by simple majority vote.
18. If the total number of candidates nominated in a staff election is less than the number of vacancies available to that constituency, the Vice-Chancellor will report to Council on any vacancies remaining, and may make proposals to Council for filling those remaining vacancies.

19. The results of each election, including voting figures, will be communicated to Council, normally at its next meeting. Ballot papers will be retained for three months after each election.

20. Substitutes will not be permitted to attend meetings of Council.

21. Meetings of Council may be attended by Pro-Vice-Chancellors who are not members. They will have speaking rights but not voting rights.

22. Any casual vacancy among the members of Council elected by Court may be filled by Council until the next meeting of Court, when the vacancy will be filled in the manner prescribed in Statute XIII.2, and the person then elected will be a member for the unexpired portion of the period of office of their predecessor. Casual vacancies among the members of Council appointed by Council will be filled as soon as conveniently possible, and the person appointed will be a member for the unexpired portion of the period of office of their predecessor.

23. Any casual vacancy among the elected members of staff will be filled as soon as conveniently possible by means of a by-election, which will be conducted according to the procedures for elections set out in the foregoing paragraphs. A member elected in a by-election will serve for the unexpired portion of the period of office of their predecessor.

24. When an individual is elected or appointed to fill a casual vacancy as an ordinary member, the period of service to the end of the unexpired portion of the period of membership of the member they replace will not be counted in calculating the period of service on Council for the purpose of Regulation 5.

25. Any casual vacancy in one of the offices of Council will be filled as soon as conveniently possible by means of a by-election, as specified in Statute XIII.6. An officer elected in a by-election will serve for the unexpired portion of the period of office of their predecessor.

26. When an independent member is elected to fill a casual vacancy in an office, the period of service to the end of the unexpired portion of the period of office of the member they replace will not be counted in calculating the period of office for the purpose of Regulation 8.

27. Any member, other than an ex officio member, who fails to attend three ordinary meetings of Council in a row will be deemed to have resigned from Council.
28. Any member may resign at any time by writing to the Secretary of Council.

29. For a transitional period from 1st August 2010 to 31st July 2011, while the Council structure is being determined, members may be elected for periods other than those specified in the Statutes or in these Regulations.
Regulations for the Election of Members of Senate Pursuant to Statute XIV.1(v), 1(vi) and 1(viii)

1. Subject to Regulation 2, the academic staff members of Senate referred to in Statute XIV.1(v) shall hold office for periods of two years from the first of August in the year of their election, with special initial arrangements so as to provide for the phased retirement from membership.

2. If any School of Studies ceases to exist, then the members of Senate representing it referred to in Ordinance VII.2, i.e. those who were elected by and from that School, shall cease to be members of Senate at the time when the School ceases to exist.

3. The distribution of elected academic staff places amongst the Schools of Studies referred to in Ordinance VII.2 shall be as specified in the table set out in Schedule 1.

4. The following shall be eligible to nominate, be nominated and vote in the faculty elections referred to in paragraph 1 above:

Lecturers, Senior Lecturers, Readers and Professors (and for SPRU permanent academic faculty and research faculty who are on fixed term contracts which are reviewed and extended annually).

5. The following shall be eligible to nominate, be nominated and vote in the elections for Professional Services staff referred to in Statute XIV.1(vi): Operational Support Staff (OS); Professional Services Staff: Professional and Management (PM); Professional Services Staff: Support (PS); Technical Staff: Management (TM); Technical Staff: Support (TX); Operational Craft Staff (OX) who (a) hold University appointments on the census date and (b) whose continuous service with the University will be at least one year by the end of the contract which is in force on the census date. Members shall hold office for periods of two years from the first of August in the year of their election, with special initial arrangements so as to provide for the phased retirement from membership.

6. The student members of Senate referred to in Statute XIV.1(viii) shall hold office for a period of one year and shall consist of the following persons:

(1) One of the Postgraduate Research School Student Representatives sitting on Doctoral School Committee.

(2) The Postgraduate Taught School Student Representative sitting on Teaching and Learning Committee.

(3) Three Undergraduate School Student Representatives (1 Arts and Humanities, 1 Science (including BSMS), 1 Social Sciences).
7. The following shall be eligible to nominate, be nominated and vote in the student elections referred to in paragraph 6 above, namely: full-time or part-time students of the University registered for award-bearing programmes, including CPE students, but excluding those registered as continuation students.

8. The conduct of and timetable for each election shall be the responsibility of the Registrar & Secretary.

9. In the event that the number of candidates in each election is less than, or equal to, the number of places to be filled, candidates shall be declared elected after the closing date for the receipt of nominations without a ballot being held.

10. Voting in each election shall be by single transferable vote.

11. If the total number of candidates from any of the Schools of Studies is less than the number available to that constituency according to the prescriptions in Ordinance VII.2 and paragraph 3 of these Regulations, the Vice-Chancellor shall report to Senate on the vacancies remaining, and may appoint candidates to fill the remaining vacancies.

12. The results of each election, including voting figures, will be communicated to Senate, normally at its next meeting. Ballot papers will be retained for three months after each election.

13. Substitutes shall not be permitted to attend meetings of Senate in place of elected members. (Heads of Schools, as ex-officio members of Senate, may nominate substitutes to attend meetings of Senate in their place.)

14. Any vacancy in a place for an elected member arising during that member's period of office shall be re-filled by means of a by-election which shall be conducted according to the procedures for elections set out in the foregoing paragraphs of these regulations. A member elected in a by-election shall serve for the unexpired period of membership of the member they replace.

15. Each of the three recognised trade unions, viz. UCU, Unite and UNISON, shall be permitted to nominate one speaking observer to attend meetings of Senate on an annual basis with the same rights as members apart from that of voting.
Schedule 1

This Schedule sets out the distribution of faculty places referred to in Regulation 3:

<table>
<thead>
<tr>
<th>School</th>
<th>Number of elected places</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brighton and Sussex Medical School</td>
<td>2</td>
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Regulations on Heads of Schools of Studies

1. **Role**

To provide academic leadership and management of the school, in support of the University’s mission and strategic aims.

*Key Accountabilities:*

(a) **Strategy and Planning:**
1. Contribute to the strategic planning of the University;
2. Develop and ensure the delivery of academic strategy and operational plans for the School in line with University strategy, key performance indicators and operational targets (e.g. student recruitment, student retention, research grant and contract income);
3. Ensure the identification and management of key strategic and operational risk.

(b) **Teaching and Learning:**
1. Plan and ensure the highest quality delivery of teaching, learning, assessment and feedback within the School, in line with academic standards, quality assurance and other enhancement measures (e.g. e-learning), in accordance with the teaching and learning strategy;
2. Ensure the development, innovation, promotion and delivery of the School’s curriculum, in line with the teaching and learning strategy.

(c) **Research and Enterprise:**
1. Ensure the conduct of the highest quality research by all levels of academic faculty, to the required volume, in accordance with the research strategy and University policy, e.g. on research ethics;
2. Ensure the delivery of a high standard of research student supervision;
3. Grow research, contract and knowledge transfer income for the School, across all levels of academic faculty, in accordance with University aims and budgetary requirements;
4. Develop the School’s enterprise initiatives and productive links/partnerships with businesses and the community, in accordance with the enterprise strategy.

(d) **Student Experience:**
Ensure the delivery of a high quality student experience to all students within the School, seeking and achieving enhancement on a continuous basis in line with University strategies.

(e) **Management Team:**
Lead the School management team to ensure optimal performance of the School, liaising with other Schools and with senior management colleagues, as necessary.

(f) Staff Planning and Recruitment:
1. Ensure the appropriate planning for and deployment of staff across the School in accordance with strategic and operational plans;
2. Ensure the recruitment and appointment of high calibre staff in accordance with University appointment procedures.

(g) Performance Management:
Ensure the effective, consistent and fair management and development of individual staff and teams within the School in order to achieve high levels of School and University performance, implementing relevant University policies and procedures for induction, probation, performance and development review, career development, reward and capability management.

(h) Financial Control:
Plan, manage and control the School’s finances, within allocated budgetary resource, ensuring the effective and efficient allocation of resource and to ensure that funds are assigned and used for the purpose for which they are intended.

(i) Internal and External Communications and Liaison:
1. Promote a positive image of the School internally and externally;
2. Foster positive working relationships for the School within the Faculty and across the University.

(j) Equal Opportunities, Health and Safety, Data Protection:
Ensure the School’s compliance with, and promotion of good practice in relation to, University policy, procedure and guidance on equal opportunities, health and safety, and data protection in respect of students, staff and other relevant parties and any other legislative or regulatory obligation.

2. **Term of Office**

A Head of School is appointed for an initial period of five years. The appointment is renewable for a further consecutive period of up to five years, to be agreed by Senate on the recommendation of the Vice-Chancellor, and in agreement with the Head of School.

3. **Eligibility**

A Head of School will be appointed as a member of academic staff and will normally be of Professorial standing. In addition to their duties as Head of...
School, they will also hold an academic post in their School and will be expected to maintain some teaching and research.

4. **Method of Appointment**

A Head of School will be appointed by Senate on the recommendation of the Vice-Chancellor on the advice of an Appointing Committee.

When a vacancy in a Headship is impending, the Vice-Chancellor shall constitute an Appointing Committee to include:

- Vice-Chancellor (Chair)
- Deputy Vice-Chancellor
- One or more Pro-Vice-Chancellors (to include the Pro-Vice-Chancellor to whom the Head of School will report)
- A Head of School
- A member of the professorial staff of the relevant School*
- A member of non-professorial academic staff of the relevant School*
- An External Assessor (who may be an independent member of Council) determined by the Vice-Chancellor

* These staff should be members of Senate and, where possible, at least one should be a member of the School senior management team. If there are not any non-professorial academic staff from the relevant School on Senate, the Vice-Chancellor shall appoint a non-professorial staff member of the relevant School to the committee.

5. **Delegation of Duties**

A Head of School shall delegate to another member of the School the power to carry out the role and duties of the Headship on his or her behalf during his or her absence from the University for any consecutive period of five days or more, provided that all such delegations shall have been notified in advance to and approved by the Vice-Chancellor. The delegation shall normally be to a member of the School’s senior management team.

6. **Termination**

The appointment of a Head of School may be terminated:

a) by the Vice-Chancellor, normally following a full investigation, subsequent report to Senate and service of three months’ notice in writing. In exceptional circumstances the Vice Chancellor may terminate a Head of School’s appointment with immediate effect.

b) by the Head of School following service of three months’ notice in writing expiring at the end of March or June or September or December (or such lesser notice as the parties shall agree).
Regulations on Deanship of the Medical School

1. Role

The role and duties of the Dean of the Brighton and Sussex Medical School shall be as determined from time to time by the Vice-Chancellors of the University of Sussex and the University of Brighton and shall be communicated to the Dean in a formal statement of duties. In outline, the Dean is both Chair of the Medical School and head of a budgetary centre, and is responsible to the Vice-Chancellors of the University of Sussex and the University of Brighton for: the School’s academic leadership and direction; developing clinical practice within a multi-professional context, promoting the School and developing partnerships with health agencies; and managing the School’s resources.

2. Term of Office

The Dean of the Brighton and Sussex Medical School is a permanent appointment subject to the Universities’ regulations on retirement age.

3. Eligibility

The Dean must be medically qualified, have a commitment to integrated professional education, the capacity and experience to provide strategic leadership in education, research and clinical practice and hold an Honorary Consultant Contract with an appropriate NHS authority.

4. Delegation of Duties

The Dean shall delegate to an associate dean of the Medical School the power to carry out the role and duties of the Deanship on their behalf during their absence from the School for any consecutive period of five days or more, provided that all such delegations shall have been notified in advance to and approved by the Vice-Chancellors of the University of Sussex and the University of Brighton.

5. Method of Appointment

The Dean of the Medical School shall be appointed by the Vice-Chancellor of the University of Sussex, acting on behalf of Senate, and by the Vice-Chancellor of the University of Brighton on the recommendation of a Joint Appointing Committee of the two Universities and appropriate National Health Service Authorities following an open recruitment and selection procedure involving written application, assessment activities and formal interviews. The Dean of the Medical School will be the budgetary officer of the School.

6. Termination

The appointment of the Dean may be terminated:
(a) by the Universities on the ground either of good cause or on the ground of redundancy, in either case by service of three months' notice in writing expiring at the end of March or June or September or December;

(b) by the Universities in the event of the Dean’s Honorary Consultant Contract with an appropriate NHS authority being withdrawn on the ground that this would render the Dean unable to perform their role;

(c) by the Dean by service of six months' notice in writing expiring at the end of March or June or September or December (or such lesser notice as the parties shall agree).
Regulations on Titles for Academic Appointments

1. Introduction

This paper sets out the titles which are authorised for use in the University for academic appointments, and the circumstances in which each may be awarded; the award of any titles in different circumstances, or of a title not listed below, requires the approval of the Academic Promotions, Advancements and Titles Committee.

2. Definition of ‘Faculty’

The following are the definitions of the groups of faculty relevant to this paper, as laid down in The Organisation of the University document for the current year, for organisational and governmental purposes:

(1) Teaching faculty are those people holding full-time or part-time salaried appointments, permanent or temporary, including those holding joint appointments with another organisation, as Lecturer, Lecteur/Lectrice (and similar titles for other languages, e.g. Lektor/Lektorin), Senior Lecturer, Reader or Professor.

(2) Research faculty are those holding full-time or part-time salaried appointments, including those holding joint appointments with another organisation, as Research Officer, (Research) Fellow, Senior (Research) Fellow, or Professorial Fellow on salary scales analogous to those of teaching faculty.

(3) The academic faculty comprise the teaching faculty and research faculty.

(4) Visiting faculty are those who have been awarded titles as visitors to the University.

(5) Associate faculty are those holding appointments in independent institutes based in the University Park and accepted by the University as analogous in standing to (1) and (2). The category is extended by the present paper to embrace two further groups defined in paragraph 6 below.

3. Titles of Teaching Faculty

Professor, Reader, Senior Lecturer, Lecturer, Tutorial Fellow, Lecteur/Lectrice and similar titles for other languages (e.g. Lektor/Lektorin).

4. Titles of Research Faculty

(1) Professor, in respect of either an established post of which the duties are primarily research or an externally funded personal research professorship (e.g. Royal Society).
(2) Professorial Fellow.

(3) If not appointed to a research centre or unit: Senior Research Fellow, Research Fellow, Research Officer.

(4) If appointed to a research centre or unit: Senior Fellow, Fellow, Research Officer.

In the case of appointments from specially donated funds, the title of the post may be specified in the agreement with the donor.

5. Titles of Visiting Faculty

Eligible: people employed by, or on a grant from, or retired from the employment of, another institution not in the University Park, who are working in the University full-time or part-time, whether paid through the University or not. Persons on leave from another institution who are temporarily employed by the University. Persons not employed by the University or another institution who are contributing to research in the University.

Titles: As in 3 and 4 above preceded by the word Visiting (e.g. Visiting Senior Research Fellow). The title Visiting Fellow may be used even if not attached to a centre or unit, if the person is associated with teaching activities.

Certain appointments by outside bodies are in fact the award of fellowships or professorships, and in such cases the title of the awarding body may be used (e.g. ICI Fellow).

6. Titles of Associate Faculty

Eligible: staff of independent institutes located in the University Park who are carrying out substantial academic duties in the University on a regular basis. Non-teaching faculty who have been in post for a minimum of five years and who are carrying out teaching duties substantially above the level which is expected normally from such faculty. Former members of the teaching faculty who have retired from the University's employment, who are not employed full-time by another academic institution, and who are contributing to teaching and research in the University on an agreed and regular basis, or whose future contribution would be facilitated by the granting of associate status. Persons not employed by the University who assist the work of a University Unit in an advisory capacity, and whose future contribution would be facilitated by the granting of associate status.

The award of a title will be recommended by the head of the relevant academic unit and will normally be subject to a formal contract specifying the terms of the individual's relationship with the University.

Titles:
Honorary Professor, Honorary Reader, Honorary Senior Lecturer, Honorary Lecturer, Honorary (Senior) (Research) Fellow.

Research Reader and Research Professor: these titles may be conferred on former members of faculty who have retired from the University's employment, or in exceptional circumstances, who left the University’s employment before retirement, but who continue to be active in research and in receipt of external funds and/or who continue to be active in research and whose work and publications contribute to the University's research status.

In addition, the title of Professorial Fellow may be conferred on:

1. Heads of independent institutes located in the University Park who are of professorial distinction;
2. Established full-time members of the Institute of Development Studies who have been awarded a status equivalent to that of professor by the Institute and on whom the University sees fit to confer the title.

7. Titles for Teaching Faculty Working in Centres and Units

Teaching faculty who are actively participating in the work of a University centre or unit may have the title of Associate Fellow conferred on them by the centre or unit.

8. Emeritus Professors, Readers, Senior Lecturers, or Lecturers of the University

1. The title of Emeritus Professor, Reader, Senior Lecturer, or Lecturer may be awarded by the Academic Promotions, Advancements and Titles Committee to a member of faculty who has reached the prescribed retiring age or earlier on the recommendation of their head of academic unit.

2. Any full-time members of the academic faculty (and, in exceptional circumstances, other members of the academic faculty) who are permitted to retire before reaching the prescribed retiring age but who continue to contribute to teaching and research at the University are covered by the provisions of paragraph 6 above.

3. In exceptional circumstances the Academic Promotions, Advancements and Titles Committee may consider the award of an emeritus title to a retired member at a higher grade than that held by the member while employed. Any review will apply the same criteria for the higher grade as apply to employed members, and will be subject to the grounds for the title being significantly stronger than was the case prior to retirement and to the member having a continuing association with the University. This also applies to honorary titles awarded under paragraph 6 to a member who is permitted to retire before the prescribed retiring age.
(4) Visiting faculty will not be eligible for the title.

(5) Emeritus titles as such do not entitle their holders to any specific privileges, except in so far as such privileges are conferred in terms of the conditions applying to the holders of other honorary titles.

9. Miscellaneous Academic Titles (not 'faculty')

(1) Associate Member of the Centre for Community Engagement, for persons who are not employees of the University but have an academic working relationship with the Centre.

(2) Teacher Research Associate, for school teachers collaborating in research projects of the Department of Education, in relation to their own schools.

10. Award of Titles

For a salaried post, including joint appointments with another organisation, the authority to approve a title rests with the Vice-Chancellor and passes with his authority both to create a post and to authorise an appointment to the post. The authority to award titles not attached to salaried posts, including joint appointments with another organisation, rests with:

(1) The Academic Promotions, Advancements and Titles Committee for all honorary and visiting professorial titles, for all emeritus titles, and for the titles of Honorary Reader, Honorary Senior Lecturer, Honorary Lecturer, and Honorary (Senior) (Research) Fellow.

(2) The Head of School for non-professorial titles (including Associate Fellow) tenable in a School or in a centre or unit attached to a School.

(3) The Vice-Chancellor, for non-professorial titles (including Associate Fellow) tenable in all other University research institutes, centres and units.

11. Duration and Renewal of Titles

Titles which do not have a time limit determined by a contract of employment with the University, nor by another appointment, nor are for the stated period of a visit, are for a maximum (but renewable) period of three years (with the exception of Emeritus titles, which are awarded for life). This period is stated in the letter announcing the award of the title. Towards the end of the period, consideration is given to whether the person's association with the University has been sufficiently active to justify renewing the title.

The authority for renewing titles is the same as for the original awards.
Regulations for Awards Taught at Affiliated Institutions and Validated by the University

General

1. These Regulations apply to all programmes validated by the University of Sussex, and taught wholly at an Affiliated Institution.

2. The power to interpret these Regulations shall be vested in Senate, whose decision shall be final. No regulation shall be interpreted in such a way as to conflict with the provisions of the Charter and Statutes or of any Ordinance of the University. Senate has the power to vary these Regulations from time to time.

Admission and Registration

3. The Affiliated Institution shall ensure that all students admitted to and registered on programmes validated by the University meet the entrance criteria specified for the programme as approved by Teaching and Learning Committee, and shall otherwise control the admission and registration of students.

   Admission to a programme

4. A student shall not be admitted to a programme unless they have:

   (a) satisfied, or have been properly exempted from, the entrance requirements for the programme;

   (b) agreed to comply with the Charter and Statutes, and Ordinances and Regulations of the University.

   Exemption from part of a programme

5. A student may be exempted, under procedures approved by Academic Programmes and Regulations Committee, from part of a prescribed programme on the basis of previous education or other relevant experience.

Attendance and Study

6. Collaborative Provision Committee shall prescribe that each programme is available only to full-time students, only to part-time students or to both.

7. The Affiliated Institution shall regulate the attendance and study of students in accordance with the criteria approved by Teaching and Learning Committee.
Programme Structure

8. The Affiliated Institution shall ensure that students on programmes validated by the University shall be taught in accordance with the terms of the validation agreement relating to the programme.

9. Teaching and Learning Committee shall prescribe the minimum numbers of credits required for each award.

10. For each programme, Collaborative Provision Committee shall approve:
   (a) the curriculum;
   (b) the progression, examination and assessment requirements.

11. Collaborative Provision Committee reserves the right to review or amend the prescribed programme.

Academic Progress

12. Rules governing academic progression, temporary or permanent withdrawal shall be approved by the Collaborative Provision Committee. The affiliated institution shall ensure that students are considered for progression in accordance with the rules approved for the relevant programme and the approved institutional regulations.

Examination and Award

13. The titles of programmes shall be approved by Collaborative Provision Committee.

14. The minimum credits to be achieved while registered for an award shall be determined by Teaching and Learning Committee.

15. Teaching and Learning Committee shall determine the maximum time allowed, from date of first registration, for a student to be eligible for an award.

Submission of work for assessment

16. Work submitted for assessment shall:
   (a) be written in English unless otherwise approved by the validation panel under the guidance of Academic Programmes and Regulations Committee;
   (b) be the student’s own work except where other authors are acknowledged by a method acceptable to the examiners;

17. The Affiliated Institution shall ensure that students are examined in accordance with the arrangements and criteria for the programme approved
18. It shall be an offence for any student to be guilty of or party to collusion, plagiarism or any other misconduct in an examination or in the preparation of any thesis, dissertation, essay or other work which is submitted for assessment.

19. A student registered on a programme leading to the award of an Undergraduate Diploma, an Undergraduate Certificate, a Diploma in Higher Education, a Certificate in Higher Education or a foundation degree may be awarded as agreed by the Validation Panel for new programmes (and subsequently by Collaborative Provision Committee) an award in one of the following categories:

(a) Pass
(b) Pass with Merit
(c) Pass with Distinction

20. A student registered on a programme leading to the award of a first 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 examination board, and subject to any programme regulations, for either a Pass degree without Honours.

21. A student registered on a programme leading to the award of a Graduate Diploma or a Graduate Certificate (including the PGCE) may be awarded a Diploma or Certificate in the following category:

(a) Pass
(b) Pass with Distinction

22. A student registered on a programme leading to a postgraduate award may be awarded a Masters degree, Postgraduate Diploma or Postgraduate Certificate in one of the following categories:

(a) Pass
(b) Pass with Merit
(c) Pass with Distinction

23. The University will confer an award on a student:
Reassessment

24. The relevant Examination Board shall prescribe any conditions and procedures for reassessment of a student who has failed the assessment for any course to be counted towards an award, within a framework of principles in relation to reassessment set down by Academic Programmes and Regulations Committee.

Withholding of an Award

25. 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 the payment of any dues to the University or to an affiliated institution, including fees, fines or other charges.

Appeals

26. There is no right of appeal in the University or in the Affiliated Institution against the academic judgement of the duly appointed examiners.

27. The procedures for the submission of appeals against the decisions of examiners, on grounds other than their academic judgement, shall be prescribed by Senate.

28. A student shall have the right to appeal against a decision of the examination 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 Affiliated Institution, having failed to satisfy the prescribed requirements for academic progress;
(d) an individual assessment result.
This includes the right to appeal against decisions made under regulations relating to penalties imposed for non-submission or late submission of work.

29. The grounds for an admissible appeal shall be one or more of the following allegations:

(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.

30. Senate shall appoint an Appeals Board and procedures governing the conduct of appeals shall be set down by the Appeals Board. The composition of the 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 Appeals Board shall be:

(a) to oversee matters of policy and procedure relating to appeals which are lodged by students on taught programmes;

(b) to receive an annual report on the conduct of taught programme appeals;

(c) to report on, and make recommendations in respect of appeals matters to Senate, via Teaching and Learning Committee.

31. Members of the Appeals Board shall form themselves into Appeals Panels for the purpose of examining appeals allegations. An Appeals Panel shall normally consist of four members of the 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 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 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.
32. Nominees of the Registrar & Secretary shall act as Secretaries of the Appeals Board and the Appeals Panels and shall attend their meetings.

33. Before lodging an appeal, the student must have exhausted the appeals procedures at the affiliated institution.

34. A written submission to the Registrar & Secretary must be received in the Registrar & Secretary’s office within twenty-one days of notification of the outcome of the appeal at the affiliated institution, and stating the grounds of the appeal. Subsequent to lodging an appeal, the appellant may be required to complete a standard pro-forma, in a format prescribed by the Appeals Board.

35. The Appeals Board shall define a mechanism to determine whether appeals are admissible, in terms of being:

   (a) received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit); and

   (b) that the grounds of the appeal are admissible according to regulation 29 above.

36. Where an appeal is determined to be admissible it shall be considered by an Appeals Panel, in one of these ways:

   (a) where the appeal appears to be readily decidable in favour of the appellant on the basis of the evidence available, an Appeals Panel may reach a decision without the need for a hearing;

   (b) otherwise, the appeal will be examined at a hearing, at which the appellant shall have the right (though not the obligation) to attend, and the Appeals Panel shall be entitled to ask (but not require) the student to attend, to provide further information.

37. An appellant who attends an Appeals Panel hearing shall be entitled to be accompanied by a person of their choice, who may represent him or her. If the appellant wishes to be so accompanied or represented, they shall inform the Registrar & Secretary accordingly at least one working day in advance of the time of the hearing and shall at that time also supply the name of that person.

38. 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.

39. The Appeals Panel, whose decision shall be final, shall either:

(a) arrange for the appellant and the relevant Examination Board to be informed that the appeal is not upheld and that the decision of the Board should not be altered; or

(b) uphold the appeal and determine a remedy appropriate in the circumstances, and inform the appellant and the Examination 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.
Regulations for the Award of First Degrees, Diplomas of Higher Education, Certificates of Higher Education, Foundation Degrees, Undergraduate Diplomas, Undergraduate Certificates, Graduate Diplomas and Graduate Certificates, including Professional Graduate Certificate in Education (PGCE)

General

1. These Regulations apply to the degrees of Bachelor of Arts, Bachelor of Engineering, Bachelor of Laws, Bachelor of Science, Master of Chemistry, Master of Computing, Master of Engineering, Master of Physics or Master of Mathematics, not awarded jointly by the University and another institution. These Regulations also apply to the Diploma of Higher Education and Certificate of Higher Education, to the Foundation Degree (Arts) and Foundation Degree (Science), and to Undergraduate Diplomas and Undergraduate Certificates and Graduate Diplomas and Graduate Certificates, including the Professional Graduate Certificate in Education (PGCE).

2. The power to interpret these Regulations shall be vested in Senate, whose decision shall be final. These Regulations shall not be interpreted in such a way as to conflict with the provisions of the Charter and Statutes or of any Ordinance of the University. Senate has the power to vary these Regulations from time to time.

3. The facilities available to full-time and part-time students shall be prescribed by Teaching and Learning Committee and Strategy and Performance Committee.

4. A student will be subject to the University’s Policy on Exploitation and Commercialisation of Intellectual Property.

5. 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.

Admission and Registration

Entrance requirements

6. Every application for admission shall be submitted on the designated form(s).

7. Entry requirements for each programme shall be determined by the Pro-Vice-Chancellor with responsibility for Recruitment and Admissions, in consultation with relevant Departmental, School and central Admissions officers.

8. A student shall be registered in a School of Studies (or equivalent).
9. The School Teaching and Learning Committee shall prescribe that each programme is available only to full-time students, only to part-time students, or to both.

**Simultaneous Registration**

10. 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.

   (See also regulation 20)

11. 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.

   (See also regulation 20)

**Exemption from part of a programme**

12. A student may be exempted, under procedures approved by Academic Programmes and Regulations Committee, from part of a prescribed programme on the basis of previous education or relevant experience.

**Admission to a programme**

13. A student shall not be admitted to a programme unless they have:

   (a) satisfied, or have been properly exempted from, the entrance requirements for the programme;

   (b) agreed to comply with the Charter and Statutes, and Ordinances and Regulations of the University.

14. The Head of School, or the relevant Admissions Tutor so delegated by the Head of School, in conjunction with the Registrar & Secretary (or nominee) shall have authority to accept applications for admission. The Registrar & Secretary’s decision shall be final.

**Re-admission to a Programme**

15. No student will be re-admitted to the University on a programme 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 Registrar & Secretary. Where permission is granted in exceptional cases, 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

16. 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

17. 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

18. 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

19. 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 fees or any other dues to the University or to an affiliated institution, or

(b) has failed to meet the academic requirements to continue on the programme of studies concerned, or

(c) has temporarily withdrawn from the University and has failed to meet the conditions laid down for the resumption of study, or

(d) has been disciplined under Ordinance II 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.
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*

20. A student must notify the Registrar & Secretary 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 programme of study.

*Attendance and Study*

21. No person may attend any programme unless registered for that programme as a student.

22. A student shall be required to attend such academic and practical work and to perform such academic engagements as may be prescribed for the programme concerned.

23. A student, unable by reason of illness, incapacitation or other emergency, to fulfil the attendance requirements, shall inform the Director of Student Support 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 Support.

*Programme Structure*

24. Teaching and Learning Committee shall prescribe the minimum number of credits required for each award.

25. For each new programme, a Validation event, constituted for the purpose, shall approve:

(a) the curriculum;

(b) the progression, examination and assessment requirements.

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

26. Permission for a student to transfer programme 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 programme and the Head of School (or nominee) for the new programme.
27. The School Teaching and Learning Committee may amend or add to the prescribed programme of study.

28. 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 27.

**Academic Progress**

29. 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 programme of studies concerned, such procedures to include a right of appeal against any such exclusion.

*School Student Progress Committee*

30. There shall be a School Student Progress Committee, with membership determined by the Senate.

31. The powers and the functions of the Committee are set out in the *Organisation of the University* document.

32. 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 Statute XVI.3, powers and functions which it is itself competent to perform.

*Temporary Withdrawal on Satisfactory Completion of an Academic Year*

33. 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 programme, and

(b) has applied to the Director of Student Support 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.

34. 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

35. The School Student Progress Committee may grant temporary withdrawal to a student wishing to interrupt their studies during an academic year.

36. 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 Support normally no later than the final day of the Spring Term.

37. If granted, such temporary withdrawal will normally be given from the last known date of the student's attendance.

38. 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 44-47 below.

39. All temporary withdrawal will be subject to a formal written agreement setting out the conditions of return, together with a statement from the student setting out the reasons for, and anticipated benefits of, the period of temporary withdrawal.

40. Periods of temporary withdrawal will normally be offered for a single year or part thereof. In exceptional circumstances a student may make a renewed application via the Director of Student Support to the School Student Progress Committee.

Right of Appeal

41. A student who has been refused temporary withdrawal shall have the right to appeal.

42. To lodge an appeal, a written submission to the Registrar & Secretary must be received in the Registrar & Secretary'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 91-105, shall either confirm the original decision or uphold the appeal.

**Voluntary Permanent Withdrawal**

43. A student who wishes to withdraw from the University before the completion of the programme on which they are registered must give notice in writing to the Registrar & Secretary, after consulting the Director of Student Support. 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**

44. School Student Progress Committees, acting under procedures approved by Academic Programmes and Regulations Committee, may require a student to withdraw from the University on the grounds of unsatisfactory attendance or academic participation.

45. A Director of Student Support 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.

46. If the student fails to fulfil the conditions as set out by the Director of Student Support, the Director of Student Support may subsequently recommend to the School Student Progress Committee that the student be required to withdraw (either permanently or temporarily).

47. The Director of Student Support 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

48. 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.

49. 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

50. A student who is required to withdraw on academic grounds shall have the right to appeal.

51. To lodge an appeal, a written submission to the Registrar & Secretary must be received in the Registrar & Secretary’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 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 91-105, shall either confirm the original decision or uphold the appeal.

Requirement for a Student to Withdraw from the University on Mental Health Grounds

52. Under procedures approved by Academic Programmes and Regulations Committee, if the Director of Student Support, guided where possible by an independent psychiatric assessment, believes a student to be suffering from a mental health difficulty, such that the student is unfit to continue with their studies, or is exhibiting behaviour that is disruptive to the academic, social or business life of the University, the Director of Student Support may recommend to the School Student Progress Committee that the student be required to temporarily withdraw. The Director of Student Support and the School Student Progress Committee should follow the procedures set out in regulations 44-51, except that the conditions for the student’s return will, as a minimum, involve the submission to the Director of Student Support of a medical report confirming that the student is fit to return to the University.

Right of Appeal

53. A student who is required to withdraw on mental health grounds shall have the right to appeal. The appeal will be considered under the provisions of regulations 91-105 with the following amendments:

54. To lodge an appeal, a written submission to the Registrar & Secretary must be received in the Registrar & Secretary'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 has been procedural irregularity or other inadequacy in the process by which the temporary withdrawal has been required;

(b) that there are materially relevant circumstances or evidence that those involved in making the decision to require temporary withdrawal were not aware of;

(c) that the decision to require temporary withdrawal was, overall, against the weight of evidence.

Where an appeal is deemed admissible, the Appeals Panel 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.
55. Academic Programmes and Regulations 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.

56. 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 Support from the School in which the student is registered will be permitted to attend.

57. 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.

58. Where it is necessary for both Academic Programmes and Regulations Committee (via its Criminal Convictions Committee) and Student Discipline Committee to investigate a closely-connected set of events, those proceedings and their outcomes will be appropriately coordinated.

59. 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

60. A student who is required to withdraw shall have the right to appeal.

61. To lodge an appeal, a written submission to the Registrar & Secretary must be received in the Registrar & Secretary’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;
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 92-107 shall either confirm the original decision or uphold the appeal.

62. 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

63. In exceptional circumstances, and on the recommendation of the relevant School, the Vice-Chancellor, acting under Statute V.4, may suspend a student with immediate effect.

Correspondence

64. 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;

65. 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.

66. The notification shall be sent to the student’s last known address(es).

Repeat of part of a programme

67. Under procedures approved by Academic Programmes and Regulations 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 programme shall do so according to the syllabus and assessment schemes in force in the year in which it is repeated. Similarly, where the programme 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
68. Academic Programmes and Regulations 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 Programmes

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

Minimum Credits required while registered for an award

70. The minimum credits to be achieved while registered for an award shall be determined by Teaching and Learning Committee.

Maximum time allowed while registered for eligibility for an award

71. Teaching and Learning Committee shall determine the maximum time allowed, from date of first registration, for a student to be eligible for an award.

72. For Programmes 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 Academic Programmes and Regulations Committee.

Submission of work for assessment

73. Work submitted for assessment shall:

(a) be written in English unless otherwise approved by the Validation Panel under guidance from Academic Programmes and Regulations Committee;

(b) be the student’s own work except where 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

74. The School Teaching and Learning Committee shall ratify the pass list.
Aegrotat degree

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

Ordinary degree

76. A programme leading to the award of a degree may lead either to a degree with Honours or to an Ordinary degree.

77. The requirements of a programme leading to an Ordinary degree shall be distinct from the requirements of a programme leading to an Honours degree.

Categories of awards

Degree with Honours

78. A student registered on a programme 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 programme regulations, for either a Pass degree without Honours.

Ordinary degree

79. A student registered on a programme leading to an award of an Ordinary degree, or who is eligible for an Ordinary degree in accordance with section 76 may be awarded a degree in one of the following categories:

(a) Ordinary
(b) Ordinary Aegrotat

Graduate Diploma or Graduate Certificate (including the Professional Graduate Certificate in Education)
80. A student registered on a programme leading to the award of a Graduate Diploma or a Graduate Certificate (including the Professional Graduate Certificate in Education) may be awarded a Diploma or Certificate in the following category:

(a) Pass

*Diploma in Higher Education or Certificate in Higher Education*

81. A student registered on a programme 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)*

82. A student registered on a programme 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*

83. A student registered on a programme 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

84. Academic Programmes and Regulations 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 programme 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*

85. 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 Academic Programmes and Regulations Committee, provided always that the student shall be given reasonable opportunity to make representations.

86. 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.

87. Under procedures approved by Academic Programmes and Regulations 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.

88. The relevant Examination Board shall prescribe any conditions and procedures for reassessment of a student who has failed the assessment for any course to be counted towards an award, within a framework of principles in relation to reassessment set down by Academic Programmes and Regulations Committee.

Termination of training

89. This Regulation applies only to students registered on a social work programme or the PGCE.

Termination of training procedures may be invoked at any time during any part of a student’s programme of study, regardless of the source or location of the matter in question. The procedures will be invoked:

(a) Where it appears 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 termination of training procedures, which are approved by Senate, will be published in course handbooks provided to students.

Withholding of an award
90. 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 the payment of any dues to the University or to an affiliated institution, including fees, fines or other charges.

Appeals

91. There is no right of appeal in the University against the academic judgement of the duly appointed examiners.

92. A student shall have the right to appeal against a decision of the Subject Examination 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) an individual assessment result.

This includes the right to appeal against decisions made under regulations relating to penalties imposed for non-submission or late submission of work.

93. The grounds for an admissible appeal against a decision of the Subject Examination Board shall be one or more of the following allegations:

(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.

94. A student shall have the right to appeal against a decision made by a Fitness to Practise Panel in accordance with Termination of Training procedures 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 by the Fitness to Practise Panel;

(b) that there was a procedural irregularity in the Termination of Training 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 Fitness to Practise Panel failed to comply with the guidance of the relevant professional body.

95. Senate shall appoint an Appeals Board and procedures governing the conduct of appeals shall be set down by the Appeals Board. The composition of the 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 Appeals Board shall be:

(a) to oversee matters of policy and procedure relating to appeals which are lodged by students on taught programmes;

(b) to receive an annual report on the conduct of taught programme appeals;

(c) to report on, and make recommendations in respect of appeals matters to Senate, via Teaching and Learning Committee.

96. Members of the Appeals Board shall form themselves into Appeals Panels for the purpose of examining appeals made under regulation 92. An Appeals Panel shall normally consist of four members of the 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 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 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.

97. The Appeals Board shall convene Appeals Panels for the purpose of examining appeals made under regulation 94 as and when required. The Panel shall be composed of three members of the Appeals Board, namely a Chair, one academic faculty member with significant recent experience of a discipline requiring the determination of professional competence requirements (but who should not be from the appellant’s Department), and
one student member, with the addition of one senior professional co-opted to the Panel from the profession relevant to the appellant. The role of Chair and student member shall be restricted to members of the 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.

98. Nominees of the Registrar & Secretary shall act as Secretaries of the Appeals Board and the Appeals Panels and shall attend their meetings.

99. To lodge an appeal, a written submission to the Registrar & Secretary must be received in the Registrar & Secretary's office within twenty-one days of the publication of the decision against which the appeal is made, and stating the grounds of the appeal. Subsequent to lodging an appeal, the appellant may be required to complete a standard pro-forma, in a format prescribed by the Appeals Board.

100. The Appeals Board shall define a mechanism to determine whether appeals are admissible, in terms of being:

   (a) received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit); and

   (b) that the grounds of the appeal are admissible according to regulation 93 or 94 above.

101. Where an appeal is determined to be admissible it shall be considered by an Appeals Panel, in one of these ways:

   (a) where the appeal appears to be readily decidable in favour of the appellant on the basis of the evidence available, the Chair of the Appeals Board may reach a decision without the need for a hearing;

   (b) otherwise, the appeal will be examined at a hearing, at which the appellant shall have the right (though not the obligation) to attend, and the Appeals Panel shall be entitled to ask (but not require) the student to attend, to provide further information.

102. An appellant who attends an Appeals Panel hearing shall be entitled to be accompanied by a person of their choice, who may represent him or her. If the appellant wishes to be so accompanied or represented, they shall inform the Registrar & Secretary accordingly 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.
103. 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.

104. The Appeals Panel, whose decision shall be final, shall, in the case of an appeal under regulation 92 either:

(a) arrange for the appellant and the relevant Subject Examination Board to be informed that the appeal is not upheld and that the decision of the Board should not be altered; or

(b) uphold the appeal and determine a remedy appropriate in the circumstances, and inform the appellant and the Subject Examination 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. Where the Panel believe that there is no appropriate academic remedy then the matter should be referred to the Registrar & Secretary for resolution.

105. The Appeals Panel, whose decision shall be final, shall in the case of an appeal under regulation 94, either:

(a) arrange for the appellant and the relevant Fitness to Practise Panel to be informed that the appeal is not upheld and that the decision of the Fitness to Practise Panel should not be altered; or

(b) uphold the appeal and determine a remedy appropriate in the circumstances, and inform the appellant and the Fitness to Practise Panel accordingly.
Regulations for Degrees, Diplomas and Certificates Awarded Jointly by the University of Sussex and the University of Brighton

General

1. These Regulations shall apply to every student who is taking a programme of study leading to the award of a degree, diploma or certificate listed in Schedule 1. Regulations agreed by the Universities for Joint Research Degrees in Brighton and Sussex Medical School are listed separately below. References to Senate are to the Senate of the University of Sussex and those to the Academic Board are to the Academic Board of the University of Brighton.

2. No Regulation shall be interpreted in such a way as to conflict with the provisions of the Charter and Statutes or of any Ordinance of the University of Sussex or the Instrument and Articles of Government of the University of Brighton.

3. Every student must comply at all times with the Charter and Statutes and Ordinances of the University of Sussex, Articles of Government of the University of Brighton and all relevant Regulations of both universities.

4. The Universities shall agree between them as to which of them shall be the primary administering university in respect of each separate programme of studies, and Senate or the Academic Board, as appropriate, shall publish to students the names of bodies or persons to whom they have delegated their responsibilities under these Regulations. Schedule 2 to these Regulations lists the primary administering universities. The Brighton and Sussex Medical School is subject to a separate Memorandum of Agreement setting out administrative responsibilities.

5. A student shall be subject to the Universities’ Policies and Codes of Practice on Intellectual Property.

6. Any attempt to exploit commercially the Universities’ intellectual property outside the terms of these Policies and Codes will infringe the Universities’ rights and the Universities reserve the right to enforce their rights.

Admission and Registration

7. No person shall be admitted to any programme of study unless:

   (i) they have satisfied or has been properly exempted from the entrance requirements for the programme to which admission is sought;

   (ii) their application has been approved by the body authorised by Senate and the Academic Board to be responsible for the admission of such applicants; and
(iii) they have signed a declaration that they will comply with the Universities’ registration procedures and will duly observe the Charter, Statutes, Ordinances, Articles of Government and Regulations of both Universities.

8. The entrance requirements for each programme shall be as prescribed from time to time by Senate and the Academic Board.

9. Senate and the Academic Board may exempt a student from part of the programme of studies prescribed, on the basis of previous education or other relevant experience.

10. No person may attend any programme of study or use facilities unless they are registered as a student of the Universities for that programme of study. Registration may exceptionally be confirmed with retrospective effect.

11. A student shall renew their registration at the beginning of each academic year, or at such time as is otherwise set by Senate and the Academic Board, for as long as they wish to remain a student and is permitted to do so.

12. The Universities shall have the right to withhold registration or re-registration from a student if that student:

   (a) is in arrears with the payment of fees or any other dues to either University; or

   (b) has failed to meet the requirements to continue on the programme of studies concerned; or

   (c) has temporarily withdrawn from the course and has failed to meet the conditions laid down for their resumption of study; or

   (d) has been disciplined by either University in so far as the disciplinary action taken by the University relates to registration or re-registration.

13. On completion of registration and re-registration a student shall be entitled to receive a registration card from each University which they may be required at any time to produce for the purpose of identification.

14. A student must notify the appropriate administrative authority of any changes occurring in the particulars supplied by the student for registration purposes.

**Attendance and Study**

15. Each student shall be required to attend such tutorials, seminars, lectures and practical classes (including field classes) and other activities and to complete such academic and practical work and to perform such academic
engagements as may be prescribed for the programme concerned, except when permission to be absent or not to complete the work has been obtained under procedures determined by Senate and the Academic Board. Each full-time student shall be required to be in attendance throughout each term unless permission to the contrary has been obtained under procedures determined by Senate and the Academic Board.

16. A student unable by reason of illness to comply with Regulation 15 shall immediately arrange to inform the appropriate administrative authority. In the event of a full-time student suffering illness resulting in prolonged absence a medical certificate must be obtained and sent to that authority.

17. Senate and the Academic Board shall prescribe that each programme is available only to full-time students, only to part-time students or to both.

18. A student who wishes to withdraw from the University before the completion of their programme of study must give notice in writing to the appropriate administrative authority. Fees already paid will not normally be refunded and any fees due will be charged notwithstanding the withdrawal.

19. Senate and the Academic Board shall prescribe the procedures which shall be followed before a student is required to withdraw from the programme on academic grounds.

**Maximum Period of Registration**

20. Senate and the Academic Board shall determine the maximum time allowed, from date of first registration, for a student to be eligible for an award.

**Programme, Course and Syllabus**

21. For each programme of study Senate and the Academic Board shall prescribe:

   (a) the progression, examination and assessment requirements; and

   (b) the curriculum.

   These will be set out in the definitive document for the programme.

22. Senate and the Academic Board (through delegated powers where appropriate) reserve the right to review, amend or add to the prescription in Regulation 21.

**Examination and Award**

23. Senate and the Academic Board shall appoint examiners for each programme and they shall be organised into examination boards according to the...
programme of study being followed, in each case including at least one external, independent examiner. Consistent with these and any other relevant Regulations the examiners shall conduct the assessment of the student by appropriate means.

24. Where a candidate is required to submit a project or a dissertation or a thesis or a portfolio of work they:

(a) shall work under the direction of a supervisor appointed by Senate and the Academic Board; and
(b) shall comply with the requirements prescribed by Senate and the Academic Board with regard to the topic, form and length of the project or dissertation or thesis or portfolio; and
(c) shall submit by the due date the number of copies required by Senate and the Academic Board.

25. Only material which is freely available for publication may be incorporated into work submitted for assessment unless Senate and the Academic Board give 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 of the primary administering University for a specific duration and other conditions shall apply at the discretion of Senate and the Academic Board.

26. Work submitted for assessment shall be:

(a) written in the language prescribed by Senate and the Academic Board which unless otherwise determined shall be English, except that Senate and the Academic Board may give permission for the candidate to submit work in another language; and
(b) the candidate’s own work except where other authors are acknowledged by footnote or other method acceptable to the examiners;

and shall become the intellectual property of the Universities which may lodge it in one or both of their Libraries or elsewhere and shall have the right to take copies of it and circulate those copies as it shall think fit.

27. The joint award of a degree, diploma or certificate shall be recommended to Senate and the Academic Board by the examination board appointed in respect of that award. Each such board appointed by Senate and the Academic Board shall be responsible for the direction and regulation of the examination and assessment of candidates for the award.
28. A candidate having complied with these Regulations and having met the requirements of Senate and the Academic Board may be awarded either

(a) an Undergraduate or Postgraduate certificate or an Undergraduate or Postgraduate diploma in one of the following categories:

(1) Pass
(2) Pass with Distinction, or

(b) a degree of Bachelor of Arts or of Bachelor of Science in one of the following categories:

(1) First Class Honours
(2) Second Class Honours, Division I
(3) Second Class Honours, Division II
(4) Third Class Honours
(5) Unclassified Honours
(6) Unclassified Honours Aegrotat
(7) Ordinary
(8) Ordinary Aegrotat, or

(c) a degree of Bachelor of Medicine and Bachelor of Surgery in one of the following categories:

(1) Pass
(2) Pass with Distinction, or

(d) a degree of Bachelor of Science in Medical Studies in the following category:

(1) Pass

(e) a degree of Master of Arts or Master of Science in one of the following categories:

(1) Pass
(2) Pass with Distinction.

29. The examination board shall have discretion to award such marks (if any) as it thinks appropriate in the circumstances in respect of a candidate who has failed to submit work required for assessment, whether through absence or through failure to observe prescribed dates or who has failed to comply with any relevant procedures prescribed by the examiners, provided that such marks shall apply to the element or elements of the programme of studies in respect of which the failure occurred and are consistent with policies approved by Senate and the Academic Board and set out in the definitive documents.
30. It shall be an offence for any candidate to be guilty of or party to attempting to commit or committing collusion, plagiarism or any other misconduct in an examination or in the preparation of any thesis, dissertation, essay or other work which is submitted for assessment.

31. The procedures governing the investigation of misconduct shall be those of the primary administering University. The Brighton and Sussex Medical School is subject to the procedures of the University of Brighton for the investigation of misconduct.

32. If after due investigation, the primary administering university is satisfied that a breach of Regulation 30 has occurred, it shall have the discretion:

(a) to award the marks (if any) which it thinks appropriate in the circumstances in respect of any work directly affected by the breach;

(b) to determine that the candidate be disqualified from eligibility for the award of the degree, diploma or certificate as appropriate or be subjected to some lesser penalty. A student who is the subject of such a recommendation shall be informed of the decision according to the rules and procedures.

33. The examination board shall have power to permit a student to be re-assessed in such parts of the assessment as it shall think fit, such re-assessment to be taken at the first practical opportunity after the initial failure. A student may be re-assessed a second time only under the provisions of Regulation 34.

34. The examination board shall have power to permit a candidate who has failed to satisfy it for an award, and who has not been permitted to re-sit part of the assessment, to present himself or herself for a full re-assessment to be held at a time prescribed by the examination board during the 12-month period immediately following the first attempt. Such a candidate may be required to pursue a further course of study for a specific period not exceeding twelve months and must pay all appropriate fees arising from such further study. A candidate who fails to satisfy the examination board at the second attempt shall not again be a candidate for the same award.

35. The examination board shall have discretion to allow a student to be reassessed where through illness or other cause found valid on production of acceptable evidence they have been unable to complete all work required for assessment or to achieve the required standard. The conditions under which a degree or another qualification shall be awarded by aegrotat shall be prescribed by Senate and the Academic Board. The policies and procedures governing any reassessments provided for under Regulations 33 and 34 shall be approved by Senate and the Academic Board and set out in the definitive programme documents.
36. Where a student is in arrears with the payment of any dues to either University, including fees, fines or other charges, Senate and the Academic Board reserve the right to withhold the award of any degree, diploma or certificate and to withhold any recommendation for any award or recognition of study from any accrediting or validating body.

Appeals

37. There is no right of appeal against the academic judgement of the duly appointed examiners.

38. A candidate shall have the right to appeal against a decision of the subject examination board on the grounds of any alleged impropriety in the conduct of the assessment affecting:

(a) the result in any course;

(b) the category of degree, diploma or certificate recommended, including a recommendation that no award be made;

(c) any decision under Regulation 34.

39. In the case of the Brighton and Sussex Medical School the procedures governing appeals are a modified version of the procedures of the University of Brighton and are set out in the Memorandum of Agreement.

Schedule 1

Programmes to which these Regulations apply:

- MSc in Automotive Engineering
- Postgraduate Diploma in Automotive Engineering
- Postgraduate Certificate in Automotive Engineering
- Postgraduate Certificate in E-learning design
- Postgraduate Certificate in E-learning design (Professional Practice)
- BA in Social Work
- Dip SW/Diploma in Social Work
- BM BS

Schedule 2

Assignment of responsibilities (primary administering University).

The primary administering university shall be the University of Brighton, with the exception of the DipSW/Diploma in Social Work and the BA in Social Work, for which the primary institution is the University of Sussex.

Regulations for Degrees, Diplomas and Certificates Awarded Jointly by the University of Sussex and the University of Brighton
The primary administering university will be responsible for the administration of the admissions and registration process, the collection of fees, monitoring of students in debt, the conduct of examinations and assessments, the maintenance of student records and archives, the provision of transcripts, certificates and formal references, the conduct of student complaints and appeals, the administration of the appointment and remuneration of external examiners, and the conduct of annual monitoring of courses/programmes.

The Brighton and Sussex Medical School is subject to a separate Memorandum of Agreement setting out administrative responsibilities.
Regulations for Research Degrees in Brighton and Sussex Medical School Awarded Jointly by the University of Brighton and the University of Sussex

1. Introduction

Degrees conferred under these regulations shall be joint awards of the University of Brighton and the University of Sussex. Every student must comply at all times with the Charter and Statutes of the University of Sussex, the Articles of Government of the University of Brighton and all relevant Regulations of both universities.

2. Scope

Programmes of research offered by the Brighton and Sussex Medical School may be undertaken provided that the proposed programme:

(i) can be appropriately supported by supervisory experience within the Brighton and Sussex Medical School, or in partnership with either University.

(ii) is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners in the form of

(a) a written thesis; or

(b) a written thesis which may be supplemented by material in other than written form, if appropriate.

All proposed research degree programmes shall be considered on their academic merits and without reference to the concerns or interests of any associated funding body.

3. Standard of research degrees

The standards of the research degrees of MPhil, PhD and MD are:

3.1 The MPhil will be awarded to a candidate who satisfies the examiners that their thesis makes an adequate original contribution to knowledge or understanding, or is a valuable presentation or interpretation of material put together in an original manner, and who demonstrates that they have:

(i) critically investigated and evaluated an approved topic;
(ii) an understanding of research methods appropriate to the field;
(iii) an ability to relate the findings of the study to the broader context.

The thesis must be defended by oral examination to the satisfaction of the examiners.
3.2 The PhD will be awarded to a candidate who satisfies the examiners that their thesis makes a substantial original contribution to knowledge or understanding and who demonstrates that they have:

(i) critically investigated and evaluated an approved topic resulting in an independent and substantial original contribution to knowledge;
(ii) an understanding of research methods appropriate to the field;
(iii) an ability to relate the findings of the study to the broader context.

The thesis must be defended by oral examination to the satisfaction of the examiners.

3.3 The MD will be awarded to a candidate who satisfies the examiners that the thesis makes a substantial original contribution to knowledge or understanding and who demonstrates that they have:

(i) critically investigated and evaluated an approved topic resulting in an independent and substantial original contribution to knowledge;
(ii) an understanding of research methods appropriate to the field;
(iii) an ability to relate the findings of the study to the broader context.

The thesis must be defended by oral examination to the satisfaction of the examiners.

4. Registration Periods

4.1 The normal minimum and maximum periods from initial registration for the respective categories (see 4.2) for research degrees are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPhil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>18 months</td>
<td>36 months</td>
</tr>
<tr>
<td>Part-time</td>
<td>30 months</td>
<td>48 months</td>
</tr>
<tr>
<td>PhD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>24 months</td>
<td>48 months</td>
</tr>
<tr>
<td>Part-time</td>
<td>36 months</td>
<td>72 months</td>
</tr>
<tr>
<td>MD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>12 months</td>
<td>24 months</td>
</tr>
<tr>
<td>Part-time</td>
<td>24 months</td>
<td>36 months</td>
</tr>
</tbody>
</table>

4.2 Research projects develop at different rates therefore these guidelines may not always be appropriate. Applications for examination without these guidelines may be considered on an exceptional basis by the Joint Research Degrees Approval Board.
4.3 If a candidate has previously undertaken research as a registered candidate for a research degree at either University, it may be appropriate to approve a shorter than usual registration period which takes account of all or part of the time already spent by the candidate on such research. This will be subject to approval by the Joint Research Degrees Approval Board.

4.4 Where a candidate is prevented because of ill-health or other circumstances from making progress with the programme of research, they may intermit. Intermissions are normally granted for a period not exceeding a year at any one time and normally a student cannot intermit on more than two occasions. Retrospective intermission will normally be permitted for a maximum three-month period. The intermission should be agreed by the candidate’s Thesis Panel.

4.5 Full-time candidates are advised that they should devote on average at least 40 hours per week to their research and part-time candidates on average a minimum of 20 hours per week.

4.6 Any change to the duration of a research degree project incurred by extension or intermission will require the formal approval of the Joint Research Degrees Approval Board.

4.7 The Universities shall have the right to withhold or withdraw registration from a student who:

(i) is in arrears with the payment of fees or any other dues to the University;
(ii) has failed to meet the academic requirements to continue on the programme of studies concerned;
(iii) has been found guilty of research misconduct;
(iv) has provided materially inaccurate information in support of his/her application.

5. Requirements for registration of candidates

5.1 The admission and registration of each candidate will require appropriate academic judgement being brought to bear on the viability of each research proposal in accordance with the procedures established by the University of Sussex Senate and the University of Brighton Academic Board. The purpose of the admission and registration procedure is to ensure, in so far as it is possible, that the candidate is capable of achieving the standard of the award sought; that the subject of the research and the research methods proposed will allow this to be achieved; that both Universities are able to ensure that suitably qualified and experienced staff act as supervisors; and that all other resources required will be available.
5.2 Each registered research student will be a member of the academic community at both the University of Brighton and the University of Sussex.

5.3 The Joint Research Degrees Approval Board, in conjunction with the Registrar and Secretary from the University of Brighton (or nominee), shall have the authority to admit applicants on the recommendation of the Brighton and Sussex Medical School. In all cases, the Registrar and Secretary’s decision shall be final.

5.4 The University of Brighton shall be responsible for the administration of the admissions and registration process, the collection of fees, monitoring of students in debt, the conduct of examinations and assessments, the maintenance of student records and archives, the provision of formal references, the conduct of student complaints and appeals, and the administration of the appointment and remuneration of external examiners.

5.5 A person may apply for admission and registration as a research degree candidate for one of the following categories of registration:

(a) the Degree of Master of Philosophy (MPhil);
(b) the Degree of Doctor of Philosophy (PhD);
(c) the Degree of Doctor of Medicine (MD).

The initial registration of research degree candidates will normally be for an MPhil with the possibility of transfer to PhD or MD.

5.6 The normal entry requirements for registration for the Degree of MPhil are:

(i) a first or second class honours degree, or other qualification which is regarded by the Joint Research Degrees Approval Board as being equivalent, and which is normally relevant to the programme of study proposed; or

(ii) appropriate research or professional experience at postgraduate level. An application made by someone with this experience will be considered on its merits and will normally require independent academic references.

5.7 The normal entry requirements for registration for the Degree of PhD are:

(i) a recognised Master’s Degree or other qualification which is regarded by the Joint Research Degrees Approval Board as being equivalent, and which is normally relevant to the programme of study proposed; or
(ii) substantial appropriate research or professional experience at postgraduate level which resulted in published work, written reports or other appropriate evidence of accomplishment. An application made by someone with this experience will be considered on its merits and will normally require independent academic references.

5.8 The normal entry requirements for registration for the Degree of MD are:

(i) the BM BS degree of the Brighton and Sussex Medical School or a registrable professional or other medical qualification;

(ii) eligibility for full registration or limited registration with the General Medical Council.

5.9 The provisional research topic must be stated in order for a candidate to be considered for admission and registration.

5.10 It is the responsibility of the candidate to enrol as a research student each year during her/his period of registration for a research degree. This re-enrolment is subject to satisfactory progress as approved by the Thesis Panel. The Thesis Panel comprises the BSMS Director of Research, the Head of Division to which the student is assigned and the student’s supervisors (who may be one and the same).

5.11 If the proposed programme of work is to be part of a group project, then the programme of research to be undertaken by the applicant and presented as her/his own work for the purposes of assessment shall be clearly distinguishable and be appropriate for the category of registration and level of award being sought.

5.12 A candidate for the Degree of PhD, MPhil or MD will undertake an integrated programme of related-research training and transferable skills as determined by the Thesis Panel and the performance of which may be formally assessed. Such a programme of study shall not occupy more than one-third of the total period of registration and shall complement the research element of the programme.

5.13 With the exception of specific research training courses, a candidate shall only be permitted to register for another course of study concurrently with research degree registration if either the research degree registration is itself part-time or the other course of study is part-time, and then only if supervisory team considers that the dual registration will not detract from the research programme.

5.14 The candidate shall abide by the obligations set down in any confidentiality agreement.
5.15 All patentable intellectual property resulting from research undertaken during the period of registration will be considered in accordance with the arrangements agreed between the University of Brighton and the University of Sussex, unless agreed otherwise in writing at registration. In all cases, the copyright of the thesis is vested in the candidate, unless agreed otherwise at registration.

6. Induction, programme of work and related studies and collaboration

6.1 A candidate for a research degree shall be required to follow a programme of induction as appropriate to the area of study as determined by the supervisory team.

6.2 The programme of related research and transferable skills training should fulfil the following objectives:

(a) to assist the candidate with the timely and successful completion of the research project;

(b) to provide the candidate with the skills and knowledge necessary for the pursuit of the proposed research and the use of the intended research methods;

(c) to ensure that the candidate leaves with a rounded and useful range of skills for further academic work or employment outside academia;

(d) to provide a body of knowledge normally associated with a degree in the field of study;

(e) to provide breadth of knowledge in related subjects.

The Skills Evaluation proforma contained in the BSMS Research Skills Training Programme should be used for this purpose.

6.3 All research students should be familiar with, and be expected to comply with, the Code of Practice for Research Degrees in BSMS.

7. Research Plan Approval

7.1 The full-time candidate is required to submit a research plan for approval by the Thesis Panel within four months of initial registration; this period will be extended to six months for part-time candidates. Failure to submit a research plan without prior approval will result in a Progression Review Panel which, after following the process set out in paragraphs 9.1-9.3 below may result in a recommendation for withdrawal of registration.

7.2 Should the research plan not be approved, the candidate will have one further opportunity to submit. The date of submission will be no less than one month...
and no more than three months from the date of the initial Research Plan Approval meeting. The second meeting will have the status of a second Progression Review Panel (paragraphs 9.2 and 9.3 refer).

8. Supervision

8.1 In approving supervision teams the Universities seek to ensure that there is an appropriate level of academic support available for the student and experience of supporting research students to a successful conclusion within the supervisory team.

8.2 Each research degree candidate shall have at least two supervisors and not usually more than three.

8.3 Each supervisory team must have a lead supervisor who has primary responsibility for liaison with staff responsible for research student administration within the University of Brighton. The lead supervisor must be an individual holding a formal staff contract with one of the two Universities. The supervisory team is confirmed at the point at which the thesis outline is formally approved by the Thesis Panel. The Joint Research Degrees Approval Board will maintain a register of staff acting as supervisors to BSMS research students.

8.4 At least one supervisor shall have experience of supervising candidates to the successful completion of a research degree. In the case of a candidate registered for a PhD, one of the supervisors should have successfully supervised to PhD level.

8.5 Normally, the supervision team shall have a combined experience of research degree supervision of not fewer than two candidates to successful completion.

8.6 In addition to the supervisors, it may be appropriate to identify an adviser or advisers to contribute specialised knowledge or to provide a link with an external organisation.

8.7 A person who is registered for a research degree other than for PhD by publication shall not be eligible to act as a supervisor for a research degree candidate. Where a student’s supervisor becomes registered for a research degree other than for PhD by Publication, after the student’s registration, that supervisor shall withdraw and alternative arrangements for supervision be made.

8.8 In deciding whether the proposed supervisory arrangements are satisfactory, the existing supervision commitments of proposed members of the team, and the record of supervision of the proposed supervisors, will be considered. A supervisor shall not normally act as lead supervisor for more than six candidates (FTE).
8.9 The *Code of Practice for Research Degrees in BSMS* sets out the arrangements by which the Medical School will maintain appropriate standards and enhance the quality of postgraduate research programmes.

9. **Progression Review**

9.1 Continuation of registration of the student shall be dependent on the approval of both Universities at a formal Progression Review Panel. The procedure for operation of the Progression Review Panel is set out in the *Code of Practice for Research Degrees in BSMS*. A meeting of the Panel will be held, at a minimum, on an annual basis. However the University reserves the right to hold a Progression Review Panel at any point provided that at least one month’s notice is given to the student and supervisors.

9.2 Should the progression of a student not be approved by the Progression Review Panel, the student must produce specified evidence and/or additional work for consideration at a second meeting of the Progression Review Panel to be held no less than one month and no more than three months after the initial progression review. Supervisors may be required to produce further evidence at this stage. The supervision team will attend this meeting which must also include either the Chair of the Deputy Chair of the Joint Research Degrees Approval Board. The student is also permitted to bring a person of their choosing.

9.3 The Progression Review Panel will consider the evidence submitted to it and if it is not satisfied that the student has met the requirements outlined in the first meeting of the Progression Review Panel, they may recommend to the Vice-Chancellors that the student be excluded. Should this occur, the student will have the right to submit an appeal against the exclusion. The procedure is set out in Appendix 1 to the *Code of Practice for Research Degrees in BSMS*.

9.4 Outcomes of the Progression Review Panels will be reported to the Joint Research Degrees Approval Board.

10. **Transfer of registration from Master of Philosophy or Doctor of Medicine to Doctor of Philosophy or from Master of Philosophy to Doctor of Medicine**

10.1 A candidate who was registered initially for MPhil or MD shall have the opportunity to submit a formal application for the transfer of their registration to PhD and a candidate registered initially for MPhil shall have the opportunity to submit a formal application for the transfer of their registration to MD. With effect for entrants in 2009/10, this should normally be done within 18 months of initial registration for a full-time student and within three years for a part-time student.
10.2 In order to apply for transfer from MPhil or MD to PhD, or from MPhil to MD, a candidate must prepare a transfer report. This should normally contain the following:

(a) a summary of progress to date;
(b) three draft chapters including the methodology chapter, or the appropriate equivalent, depending on the subject discipline;
(c) a statement articulating the anticipated original contribution to knowledge which is likely to be made;
(d) a detailed work plan for the completion of the thesis.

10.3 Students will be required to present a summary of their work to date to the transfer panel.

10.4 Candidates wishing to transfer to a doctoral programme must demonstrate the following:

(i) critical investigation and evaluation of an approved topic which has the potential to result in an independent and original contribution to knowledge;
(ii) an understanding of research methods appropriate to the field;
(iii) an ability to relate the findings of the study to the broader context.

10.5 Rejection of the transfer may be due only to failure to achieve the above. Candidates will have a total of only two opportunities to apply for transfer to a doctoral programme. The second application should normally be made within six months of notification of the first unsuccessful attempt.

10.6 Transfer requests will be considered for approval by the Joint Research Degrees Approval Board acting on the recommendation of the transfer panel. The transfer is retrospective to the date of initial registration.

10.7 A candidate who is registered for the Degree of PhD or the Degree of MD and who is unable to complete the approved programme of work may, at any time prior to the submission of the thesis for examination, apply for the registration to be changed to that of the Degree of MPhil providing that the work has attained the required standard.

10.8 A student who has been refused permission to transfer from MPhil to PhD or MPhil to MD or vice versa and considers that the decision was taken on the basis of inadequate evidence or taken in an improper manner, shall have the right to appeal against that decision in writing to the Registrar & Secretary of the University of Brighton within 21 working days of the notification of the decision.

The procedure is set out in Appendix 2 to the Code of Practice for Research Degrees in BSMS. It shall be the responsibility of the student to ensure that all relevant evidence is available to the Thesis Panel before the decision on
changing registration is made. Approval shall be the responsibility of the Joint Research Degrees Approval Board acting on the recommendation of the Thesis Panel. Evidence produced later will be taken into account only when there are good reasons for it not having been presented in good time.

10.9 It is an offence for any student to be guilty of, or party to, plagiarism, collusion or any other research 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 Chair of the Joint Research Degrees Approval Board who shall, as soon as possible, investigate the matter in accordance with procedures approved by the Joint Research Degrees Approval Board.

10.10 Registration may be withheld or withdrawn from a student under procedures determined by the Joint Research Degrees Approval Board.

11. Thesis Completion Plan

With effect for 2009/10 entrants, each candidate shall be required to submit a Thesis Completion Plan for approval by the Thesis Panel. This should normally be submitted 30 months after registration for a full-time candidate and 48 months for a part-time candidate. Failure to submit a Thesis Completion Plan will normally result in a Progression Review Panel.

12. Examinations

12.1 The examination for the Degree of MPhil, PhD and MD shall have two stages: first, the submission and preliminary assessment of the thesis and accompanying material; second, the defence of the thesis by oral examination.

12.2 The Joint Research Degrees Approval Board is responsible for the approval of the examining team. This must take place before the thesis can be submitted for examination.

12.3 It is the responsibility of each candidate to ensure that the thesis is submitted for examination before the expiry of the period of registration (taking account of any extension(s) which may have been approved). The submission of the thesis for examination shall be at the sole discretion of the candidate.

12.4 The candidate shall be required to submit one perfect or spiral bound copy of the thesis for each examiner to the Registry at the University of Brighton normally a minimum of six weeks before the oral examination. Once the thesis copies have been submitted and lodged in the Registry, a date shall be set for the oral examination. The thesis will be sent to the examiners only when the date of examination has been set and confirmed with the candidate and all examiners involved.
12.5 Each candidate shall normally be examined orally on the programme of work and on the field of study in which the programme lies. Where for reasons of sickness, disability or comparable valid cause, a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination can be considered by the Joint Research degree Approval Board. The grounds on which an alternative form of examination may be proposed shall not include a candidate’s inadequate knowledge of the language in which the thesis is to be presented.

12.6 Any failure to comply with the procedures established for the examination may lead to the examination being declared null and void and to the appointment of new examiners.

12.7 A candidate shall take no part in the arrangement of the examination and have no formal contact with the external examiner(s) between the appointment of the examiners and the oral examination.

12.8 A candidate shall be required to confirm that the thesis has not been submitted for a comparable academic award. However, a candidate should not be precluded from incorporating in the thesis, covering a wider field, work which has already been submitted for a degree or comparable award, provided that it is made clear in a formal declaration and in the thesis, which work has been so incorporated. Notwithstanding the declaration, the Joint Research Degree Approval Board may investigate to verify the statement should it deem this to be necessary. Should the Joint Research Degree Approval Board be dissatisfied with the outcome of any such investigation, it may decide to terminate the examination. The Universities reserve the right to rescind the award of a degree.

12.9 The thesis and the oral examination shall be in English. The candidate should, therefore, have sufficient command of the English language to complete satisfactorily the programme of work and to prepare and defend a thesis in English.

12.10 A recording shall be made of the oral examination in order to provide an objective record of the examination and the examiners’ discussion in the event either of an appeal or where the examiners fail to reach agreement on whether the candidate has met the requirements for the award and the Joint Research Degrees Approval Board must determine the appropriate course of action (Regulation 14.7 refers).

13. Examiners

13.1 A research degree shall be examined by at least two examiners, of whom at least one must be an external examiner.
13.2 Each oral examination will be chaired by a member of staff from either the University of Brighton or the University of Sussex. In the following exceptional circumstances:

(a) where either the external examiner or an internal examiner, or exceptionally the student, reasonably requests that an independent chair be appointed;
(b) where the oral examination is the second examination of the thesis following either a referral or an appeal;

a chair shall be appointed who shall have had neither prior involvement with the project, nor any association with the candidate. This independent chair shall advise the examiners on the regulations but will take no part in the final academic judgement of the examiners.

13.3 The supervisors of the candidate may not serve as examiners.

13.4 A representative of the supervisory team, subject to the consent of the candidate, may attend the oral examination. He/she may participate in the discussion only if addressed directly by the examiners, and shall be required to withdraw prior to the deliberation of the examiners on the outcome of the examination.

13.5 Where the candidate is on either University’s permanent staff, a second external examiner must be appointed.

13.6 Examiners shall be experienced in research in the general area of a candidate’s thesis and have experience as a specialist in the topic(s) to be examined.

13.7 The examining team as a whole shall have substantial experience (i.e. normally three or more previous examinations) of examining research degree candidates. Provided this is the case, an inexperienced examiner who has the appropriate expertise as a researcher in the topic(s) to be examined, may be appointed. Normally at least one examiner shall have experience of examining at the particular level to be examined.

13.8 Any external examiner(s) should be independent of both Universities and the candidate and of any collaborating establishment(s).

13.9 An external examiner shall not have acted previously as the candidate’s supervisor or adviser, and shall not normally be a supervisor of another candidate registered at either the University of Brighton or the University of Sussex or the BSMS.

13.10 An external examiner shall not normally in the last five years have acted as an external examiner on the BSMS BM BS, nor have been previously employed
by either University, or be from the same institution as an external member of the supervisory team.

13.11 An external examiner should not be appointed so frequently that familiarity with the Brighton and Sussex Medical School or either University might prejudice objective judgement.

14. Responsibilities of the examiners

14.1 Each examiner is required to read and examine the thesis and to present an independent preliminary report to the Registry at the University of Brighton, normally five working days before any oral or alternative form of examination is to be held. In making the preliminary report, each examiner shall consider whether the thesis provisionally satisfies the requirements of the degree and where possible make an appropriate provisional decision subject to the outcome of the oral examination.

14.2 These reports will be issued to the other examiners prior to any oral or alternative form of examination. The examiners are able at all times throughout the examination to raise matters of interest to themselves regardless of whether any reference was made to such matters in their preliminary report.

14.3 The Chair is responsible for: chairing the examination; ensuring, with the examination team, prior to the viva, agreement on the issues to be discussed; ensuring that the questioning by examiners during the examination is appropriate and fair and that the student is given every opportunity to respond to the questioning; ensuring that the viva proceeds in an orderly manner and is completed in good time; advising the examiners on the interpretation of the regulations for research degrees in Brighton and Sussex Medical School; informing the candidate of the recommendations of the examining team and ensuring that the candidate is informed of actions required of them; ensuring that actions resulting from the examination are understood by all; forwarding notification of the outcome to the Registry at the University of Brighton for transmission to the student, the Joint Research Degrees Approval Board and relevant committees at both Universities.

14.4 Following the oral examination the examiners shall, where they are in agreement, present a joint report and decision relating to the award of the degree to the Registry at University of Brighton, and, where appropriate, details of any additional work required and the timescale for its completion. It is considered that the period of time allocated for amendments is a question of academic judgement. However, exceptionally, and only for good cause, an extension to this period may be granted by the Joint Research Degrees Approval Board.

14.5 The preliminary reports and joint decision of the examiners shall together provide enough detailed comments on the scope and quality of the work to
enable both Universities to satisfy themselves that the criteria for the award of the degree have been met. Where the examiners are not in agreement, they shall submit separate reports and recommendations. The external examiner is required to comment on the conduct of the oral examination.

14.6 Following the completion of the examination and assessment process of an MPhil, PhD or MD, the examiners shall be able to recommend one of the following:

(a) that the candidate be awarded the degree for which he/she is registered;

(b) that the candidate be awarded the degree for which he/she is registered subject to minor amendments being made to the thesis. Minor amendments can either take the form of:

   (i) minor editorial corrections, for which the maximum time permitted is normally six weeks; or

   (ii) minor deficiencies, for which the maximum time permitted is normally twelve weeks;

(c) that the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination. The maximum time permitted for re-submission for re-examination is normally 12 months;

(d) that the candidate be not awarded the degree and be not permitted to be re-examined;

(e) in the case of a PhD examination, that the candidate be awarded the Degree of MPhil subject to presentation of the thesis amended to the satisfaction of the examiners. The maximum time permitted for re-submission as MPhil is normally 12 months.

14.7 Where the examiners’ decisions and recommendations are not unanimous, the Joint Research Degrees Approval Board, on behalf of the Academic Board at the University of Brighton and the Senate of the University of Sussex may:

(a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);

(b) accept the recommendation of the external examiner;

(c) require the appointment of an additional external examiner in accordance with the procedures approved for the appointment of examiners.
14.8 Where it is decided, on the recommendation of the examiners, that the degree be not awarded and that no re-examination be permitted, the examiners shall be required to prepare an agreed statement of the deficiencies of the thesis and the reason for their decision to be forwarded to the candidate by the Registry at the University of Brighton on behalf of both Universities.

14.9 The degrees of MPhil, PhD and MD may be awarded posthumously, on the basis of a thesis completed by the candidate which is ready for submission for examination. In any such case, the evidence submitted shall be such as to make it clear that the candidate would have been likely to have been successful had the oral examination taken place.

14.10 Where the examiners’ decision is re-examination, a PhD candidate is permitted to re-submit the thesis for the award of MPhil if he/she so chooses.

15. Re-examination

15.1 Re-examination may be permitted; normally only once.

15.2 The forms of re-examination may include:

(a) the thesis only to be re-examined after revision, without holding a second oral examination;

(b) a re-examination of the thesis after revision and the holding of a second oral examination;

(c) a second oral examination after due time, without the need to revise or re-submit the thesis;

(d) the holding of a different form of examination to test the candidate’s abilities.

15.3 Following the completion of the re-examination and assessment process of an MPhil, PhD or MD, the examiners shall be able to recommend one of the following:

(a) that the candidate be awarded the degree for which he/she is registered;

(b) that the candidate be awarded the degree for which he/she is registered subject to minor amendments being made to the thesis. Minor amendments can either take the form of:

(i) minor editorial corrections, for which the maximum time permitted is normally six weeks; or
(ii) minor deficiencies, for which the maximum time permitted is normally twelve weeks;

(c) that the candidate be not awarded the degree.

(d) in the case of a PhD examination, that the candidate be awarded the Degree of MPhil subject to presentation of the thesis amended to the satisfaction of the examiners.

16. Conferment of award

16.1 The Joint Research Degrees Approval Board shall receive the recommendation of the examining team, via the Registry of the University of Brighton, and is responsible for recommending the conferment of the award to the Academic Board of the University of Brighton and to the Chair of the Doctoral School Committee on behalf of the Senate of the University of Sussex.

17. Grounds for appeals against examination decisions

17.1 Requests for a review of an examination decision concerning a research degree examination are permitted on the following grounds only:

(a) that there were circumstances affecting the candidate's performance of which the examiners were not aware during the examination process;

(b) that there was evidence of procedural irregularity in the examination process (including administrative error) 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 was evidence of improper conduct, prejudice or bias on the part of one or more of the examiners. Candidates may not otherwise challenge the academic judgement of the examiners.

17.2 Procedures for requesting a review of an examination decision by a research degree candidate can be found in Appendix 4 to the Code of Practice for Research Degrees in BSMS.

17.3 Any review panel to deal with appeals shall not be constituted as an examinations board and shall not have any authority to set aside the decision of the examiners and thereby to recommend the award of the Degree.

18. The thesis

18.1 The final title of the thesis is approved when the Joint Research Degrees Approval Board approves the examination arrangements for the candidate, and may not be altered thereafter without the approval of the Board, unless
the examining team makes an explicit recommendation for a revision following
the viva.

18.2 The thesis must include a statement of the candidate’s objectives and
acknowledge published and other sources of material consulted (including an
appropriate bibliography) and any assistance received.

18.3 Where a candidate’s research programme was part of a collaborative project
the thesis must contain a clear statement of the candidate’s individual
contribution and of the extent of the collaboration.

18.4 There must be an abstract of around 300 words bound into the thesis which
provides a synopsis of the thesis stating the nature and scope of the work
undertaken and of the contribution made to the knowledge of the subject.

18.5 The candidate is free to publish material in advance of the thesis but
reference should be made to any such work in the thesis. Students wishing to
include a copy of this published material in both the print and electronic
versions of the thesis should first ensure that their agreement with the
publisher permits the inclusion of this material. Material should then either be
bound in with the thesis or be placed in an adequately secured pocket at the
end of the thesis, with adequate acknowledgement of the original source of
publication.

Permission from the rights holders to include third party copyright material is
not required for the examined thesis but is essential for publication online. So
before the thesis is made available electronically, the candidate should sign a
‘deposit agreement’ confirming that all clearances have been obtained. If
clearances cannot be obtained for all third party material, the candidate
should be asked to provide a second, edited electronic version which can be
added to the University of Brighton Repository, the University of Sussex
Library and the British Library’s electronic thesis service (EThOS).

18.6 A thesis should normally be in A4 format, but approval may be given for a
thesis to be submitted in another format when it is apparent that the contents
would be better expressed in that other format.

18.7 The text will normally comprise a maximum of :

(a) 80,000 words for the Degree of PhD/MD;

(b) 40,000 words for the Degree of MPhil;

18.8 A candidate’s thesis shall normally be made available to the public. In the
case of theses which contain confidential material, it will be necessary to
restrict access until the obligation of the confidentiality has expired.
Confidential information shall remain confidential for a period of 2 years
unless otherwise agreed.
19. **Presentation of the final thesis**

19.1 The following requirements must be adhered to in the format of the final thesis. They are not intended as an exhaustive specification.

19.2 One perfect-bound, two permanent-bound copies and one electronic copy of the thesis, shall be lodged with the Department of Information Services of the University of Brighton (the perfect bound copy to be made available to the British Library on request). One electronic copy shall also be lodged with the University of Sussex library. Perfect binding shall be of card front and back with a strip of book cloth covering the spine. (see *Guidelines for the Presentation of Theses* set out in Appendix 3 to the *Code of Practice for Research Degrees in BSMS* for more details). A perfect-bound copy is not required for MPhil theses.

19.3 The permanent binding shall be of a fixed type so that leaves cannot be removed or replaced. The front and rear boards shall have sufficient rigidity to support the weight of the work when standing upright (see *Guidelines for the Presentation of Theses* set out in the *Code of Practice for Research Degrees in BSMS* for more details).

19.4 The outside front board shall bear the title of the work in at least 24pt type. The name and initials of the candidate, the qualification and the year of submission shall also be shown on the front board. The same information (excluding the title of the work) shall be shown on the spine of the work. (This requirement applies only to the spine of final permanently bound theses, not to temporary binding).

19.5 Copies of the thesis shall be presented in a permanent and legible form either in typescript or print. Where copies are produced by any photocopying processes, these must be of a permanent nature. Where word processor and printing devices are used, the printer must be capable of producing text of a satisfactory quality.

19.6 The thesis should be printed on one side of the paper, right hand pages (rectos) only.

19.7 Double or one-and-a-half spacing must be used in typescript except for indented quotations or footnotes where single spacing may be used.

19.8 Pages shall be numbered consecutively through the main text including photographs and/or diagrams which are included as whole pages.

19.9 The title page shall give the following information:
- the full title of the thesis;
- the full name of the candidate;
• the award for which the degree is submitted in partial fulfilment of its requirements;
• that the degree is awarded by the University of Brighton and the University of Sussex for a programme of study undertaken at the Brighton and Sussex Medical School;
• the collaborating establishment, if any;
• the year of submission and the month in which the final version of the thesis was approved by the examiners.
Regulations for the Common Professional Examination in Law

Requirements of the Joint Academic Stage Board including the Scheme of Assessment

Introduction

1. Each student following the course leading to the Common Professional Examination in Law shall be bound by the General Regulations and by these Requirements.

2. These Requirements, including the scheme of assessment, shall apply to the Common Professional Examination course.

3. Reference to the Joint Academic Stage Board means the Board established by the Council of the Inns of Court and the Solicitors Regulation Authority to govern the Common Professional Examination and to validate and monitor courses of study leading to that examination.

Registration

4. In addition to satisfying the conditions determined by the University pursuant to its Charter, Statutes, Ordinances and Regulations, a student is registered on the course on the understanding that they have already carried out any prescribed reading in the area of English Legal Method and English Legal Institutions and has a sufficient command of written and spoken English to be able to follow the course.

Administration

5. There shall be a committee with the title of the Common Professional Examination Course Committee with the following terms of reference and membership.

Terms of reference

To monitor the operation of the Common Professional Examination course and where appropriate to propose alterations to its curriculum and organisation.

To ensure that the assessment arrangements are consistent with the requirements of the Joint Academic Stage Board and of the University.

To prohibit students from sitting examinations, in accordance with the requirements of the Joint Academic Stage Board.

Where appropriate, to recommend a replacement Chair of the Common Professional Examination Assessment Board.
Membership

Common Professional Examination Course Director (Chair) and all full-time faculty teaching on the course.

Assessment

General

6. Students will be assessed in accordance with these requirements. The results of students who have been assessed will be determined by the Assessment Board.

7. No student may sit the examination in any subject on more than three occasions. A sitting of the examination at any institution counts for this purpose but an attempt which is not completed for sufficient cause does not. However, in exceptional circumstances the Assessment Board may permit a student to sit all or part of an examination on more than three occasions.

Assessment Board

8. The Assessment Board shall comprise

(a) the Common Professional Examination Course Director,

(b) the Head of the Department of Law,

(c) the external examiners for the course,

(d) all faculty teaching on or examining the course,

(e) such other members as may be approved by the Joint Academic Stage Board and the Senate generally or specifically.

9. The Common Professional Examination Course Director shall be Chair of the Assessment Board unless the Joint Academic Stage Board, on the recommendation of the Course Committee, approves a member appointed under Requirement 8 (b) or (d).

10. In the event of the absence or incapacity of the Chair of the Assessment Board, a member appointed under Requirement 8 (b) or (d) elected as Chair by the Assessment Board shall act as Chair for so long as the absence or incapacity persists.

11. The Assessment Board shall act in accordance with these requirements and any regulations and policy statements made by the Joint Academic Stage Board.
12. In addition the Assessment Board shall report to the Joint Academic Stage Board on any matters of general policy affecting the course.

*External examiners*

13. There shall be more than one external examiner for the Common Professional Examination course. The appointment of a person as an external examiner for the course requires the approval of the Joint Academic Stage Board, and must comply with such directions as to attributes, period of appointment and other matters as the Joint Academic Stage Board may give from time to time, generally and specifically.

14. The functions of the external examiners shall be:

(a) to monitor the operation of the course as a whole;

(b) to moderate proposed examination papers and to recommend or as they think fit require such changes in them as they consider necessary;

(c) to examine marked examination scripts and assessed coursework in the subjects for which each is responsible, and to make recommendations on the modification of marks to the Chair of the CPE Examination Board in accordance with approved procedures;

(d) to attend meetings of the Assessment Board and the Course Committee;

(e) to satisfy themselves that the decisions of the Assessment Board are consistent with the intentions of the Joint Academic Stage Board and of these requirements;

(f) at the end of each academic year, to report to the Vice-Chancellor and to the Common Professional Examination Course Director on the standards achieved by students on the course and to propose any changes they think fit to the procedures adopted by the Assessment Board and/or to the methods of assessment.

*Course content and assessment*

15. Students shall be assessed in the following subjects unless exempted from at least four subjects by the Solicitors Regulation Authority, the Bar Standards Board or the Joint Academic Stage Board:

- Contract
- Tort
- Land Law
- Equity and Trusts
- Criminal Law
Constitutional and Administrative Law
Law of the European Union

In addition, students will be assessed on a further area of law, on which they will write a dissertation of no more than 4,000 words.

16. The principal written examination shall be held in May or June of each year. Every written examination, whether sat as part of the principal written examination or after referral or as a resit, shall consist of a two-hour unseen paper in each subject being taken. A reading time of fifteen minutes shall be allowed before the commencement of every written examination.

**Eligibility to sit an examination**

17. The Course Committee may prohibit a student from sitting a written examination in any of the following cases, where:

   (a) the student has failed to submit satisfactory assessable coursework;

   (b) the attendance of the student has been unsatisfactory;

   (c) the student has not demonstrated a knowledge of and ability in English Legal Method and English Legal Institutions satisfactory to the Assessment Board.

18. Any decision of the Course Committee to prohibit a student from sitting a written examination shall be notified to that student no fewer than six weeks before the beginning of the diet of examinations concerned, and the student on notification has the right to appeal against the decision to the Vice-Chancellor or nominee. Any such appeal shall be heard within two weeks of written notice being given.

**Conditions for passing**

19. Coursework shall be assessed in seven of the foundation subjects on the basis of one written assignment set during the first term and submitted in January.

20. The following principles shall apply in determining whether a student has passed or failed in any of the foundation subjects:

   (a) the subject shall be marked out of 100, composed of 75% from a written examination and 25% from assessed coursework;

   (b) to obtain a pass mark a student shall obtain at least 40% in the examination and at least 40% in the coursework weighted as in Requirement 20(a);
(c) a student who has passed in six subjects may in exceptional circumstances be credited with a pass in one subject with a single element mark of at least 35% but less than 40%, on the basis of written work during the year, tutor’s reports, strength in other subjects and any other relevant information. All evidence for such a decision shall be made available for inspection by the external examiners;

(d) where a student is required to resit coursework and/or examinations, the mark to be awarded shall be no greater than 40%. This shall not apply where the resit is deemed to be a first sitting.

The pass mark for the dissertation on a further area of legal study shall be 40%.

Referral and resit arrangements

21. In deciding whether or not to refer a student the Assessment Board shall take into account the extent of the failure, the results in other subjects and other relevant considerations.

22. The following principles shall apply where a student has failed subjects at the first attempt:

(a) a student taking six or more subjects may be referred in not more than four subjects;

(b) a student taking fewer than six subjects may be referred in two subjects only;

(c) a student who has been referred in a subject having failed the examination but passed the coursework shall be required to resit only the examination; a student who is referred in a subject having failed the coursework but passed the examination shall be required to resit only the coursework.

(d) the referral examination shall normally be held in July or August following the examination at which the subject was failed. A student required to resubmit coursework shall do so no later than the date of the referral examination;

(e) a student failing the dissertation shall be required to re-submit the same project at a date no later than the date of the referral examinations.

23. The following principle shall apply where a student fails a subject on referral:
A student who fails any one or more subjects on referral may be permitted to retake any one or more failed subjects on one further occasion only. In such a case coursework need not be resat if it was already passed.

24. Resits under Requirement 23 shall normally be held at the time of the principal examination next following the date of the failure in the referred examination.

25. Subject to Requirement 7, the following principles shall apply where a student has failed a subject at the first attempt and who has not been referred:

(a) the student shall be required to resit only those subjects in which there has been a fail and only coursework which has been failed. The resit will be held at the time of the principal examination next following the date of failure unless the Assessment Board at its discretion allows the resit in the July or August immediately after failure;

(b) the Assessment Board may impose conditions regarding attendance and/or the submission of written work, and may exclude from assessment any student not satisfying these conditions;

(c) the Assessment Board may at its discretion permit a student who has failed to pass any subjects under Requirement 25(a) to resit those subjects, including any failed coursework, on one further occasion only.

26. The examination of candidates who have been referred shall be held at such time as the Assessment Board shall determine being not less than three weeks after the publication date of the results of the principal examination.

**Result of examination**

27. A student shall pass the Common Professional Examination who passes in accordance with these requirements, either at first attempt or at a referred or resit examination, all the subjects listed in Requirement 15 from which exemption has not been granted.

1. A student **must** be awarded a **distinction** where:

   (i) They have passed all elements of the assessments at the first attempt, without any subject being compensated; AND

   (ii) They have obtained an overall average of at least 70%.

2. A student **may** be awarded a **distinction** where:

   (i) They have passed all elements of the assessments at the first attempt, without any subject being compensated; AND
(ii) They have obtained an overall average of at least 70% in at least 50% of the subjects counting towards the final award; AND

(iii) They have obtained an overall average of at least 67%; AND

(iv) The examination board considers that it is not inappropriate to award a distinction.

3. A student must not otherwise be awarded a distinction.

4. A student **must** be awarded a **commendation** where:

   (i) They have passed all assessment at the first attempt, without any subject being compensated; AND

   (ii) They have obtained an overall average of at least 60% in the assessments.

5. A student **may** be awarded a **commendation** where:

   (i) They have passed all elements of the assessment at the first attempt, without any subject being compensated; AND

   (ii) They have obtained an overall average of at least 58%; AND

   (iii) They have obtained an overall average of at least 60% in at least 50% of the subjects counting towards the final award; AND

   (iv) The examination board considers that it is not inappropriate to award a commendation.

6. A student must not otherwise be awarded a commendation.

28. A student who has failed in any subject and who is not referred shall fail the examination.

29. A student who has passed the Common Professional Examination is entitled to the award of the Graduate Diploma in Law of the University of Sussex.

    *Illness etc.*

30. A student who has been prevented by sufficient cause from sitting or completing all or part of the principal examination may at the discretion of the Assessment Board be allowed to sit or complete the examination in the next following July or August in respect of each part not previously attempted.
Exemptions

31. Where a student has been exempted from taking four or more subjects, all remaining subjects must be taken in one sitting.

32. Where a student has been exempted from any subject, these requirements shall apply with any necessary modifications. In particular referral is possible only in accordance with the following principles:

(a) for a student sitting six subjects, referral is possible in four subjects only,

(b) for a student sitting fewer than six subjects, referral is possible in two subjects only.

Collusion, Plagiarism and Misconduct

33. The procedures outlined in the Regulations for the Award of First Degrees (Regulations 85-88) will be followed when investigating an allegation of collusion, plagiarism, misconduct or cheating.

34. In the event that a case is proven, Professional Body penalties and procedures will apply.

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

35. Academic Programmes and Regulations 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.

36. 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 sub-committee shall be open to the Panel 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 Support from the School in which the student is registered will be permitted to attend.

37. 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.
38. Where it is necessary for both Academic Programmes and Regulations Committee (via its Criminal Convictions Committee) and Student Discipline Committee to investigate a closely-connected set of events, those proceedings and their outcomes will be appropriately coordinated.

39. 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.

**General**

41. If in exceptional circumstances the Assessment Board is satisfied that any of Requirements 11 to 26 operate unfairly in relation to any student, the Board may take such decision as appears to the Board to be necessary to achieve the fair operation of the system of assessment prescribed by these Requirements. Notice of any such decision of the Assessment Board and of the exceptional circumstances of the decision will be given to the Joint Academic Stage Board by the Chair of the Assessment Board.

**Appeals**

42. Appeals against the decisions of the Assessment Board shall be governed as far as is practicable by the provisions for such appeals as set out in the Regulations for the Award of First degrees etc.
Regulations for the Degrees of Master of Arts, Master of Fine Arts, Master of Laws, Master of Philosophy (Development Studies), Master of Research, Master of Science, Master in Teaching and Learning and for Postgraduate Diplomas and Postgraduate Certificates, including Postgraduate Certificate in Education (PGCE)

General

1. These Regulations apply to the Master of Arts, Master of Fine Arts, Master of Laws, Master of Philosophy (Development Studies), Master of Research, Master of Science, Master in Teaching and Learning, Postgraduate Diploma and Postgraduate Certificate, including the Postgraduate Certificate in Education (PGCE).

2. The power to interpret these Regulations shall be vested in Senate, whose decision shall be final. These Regulations shall not be interpreted in such a way as to conflict with the provisions of the Charter and Statutes or of any Ordinance of the University. Senate has the power to vary these Regulations from time to time.

3. The facilities available to full-time and part-time students shall be prescribed by Teaching and Learning Committee and by Strategy and Performance Committee.

4. A student will be subject to the University’s Policy on Exploitation and Commercialisation of Intellectual Property.

5. 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.

Admission and Registration

6. Every application for admission shall be submitted on the designated form.

7. A student shall be registered in a School of Studies of the University.

8. The School Teaching and Learning Committee shall prescribe that each programme is available only to full-time students, only to part-time students, or to both.

   Entrance requirements

9. The entrance requirements for a programme shall be determined by the Pro-Vice-Chancellor (Teaching and Learning).
Simultaneous Registration

10. 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 Director of Teaching and Learning of the relevant School of Studies.

11. A student shall not be permitted to register simultaneously for more than one award of the University without the permission of the Director of Teaching and Learning of the relevant School of Studies.

Exemption from part of a programme

12. A student may be exempted, under procedures approved by Academic Programmes and Regulations Committee, from part of a prescribed programme of study on the basis of previous education or relevant experience.

Admission to a programme

13. A student shall not be admitted to a programme unless they have:

(a) satisfied, or have been properly exempted from, the entrance requirements for the programme;

(b) agreed to comply with the Charter and Statutes, and Ordinances and Regulations of the University.

14. The relevant Programme Selector shall have the authority to admit applicants meeting the normal entrance requirements for a programme, in conjunction with the Registrar & Secretary (or nominee). Applicants not meeting the normal entrance requirements for a programme may be admitted under the authority of the relevant Director of Teaching and Learning, in conjunction with the Registrar & Secretary (or nominee). In either case, the Registrar & Secretary’s decision shall be final.

Re-admission to a Programme

15. No student will be re-admitted to the University on a programme 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 Registrar and Secretary. 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.

Completion of registration

16. 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

17. 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

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

The Withholding or Withdrawal of Registration

19. 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 fees or any other dues to the University or to an affiliated institution; or

(b) has failed to meet the academic requirements to continue on the programme of studies concerned; or

(c) has temporarily withdrawn from the University and has failed to meet the conditions laid down for the resumption of study; or

(d) has been disciplined under Ordinance II in so far as the disciplinary action taken by the University relates to registration or re-registration; or

(e) has provided materially inaccurate information in support of their application; or

(f) has acquired a criminal conviction of sufficient seriousness or has failed to declare a criminal conviction occurring during the course of their studies.

20. Collaborative Provision Committee may approve a collaborative arrangement with another institution in order to enable a student to register as a
Collaborative Distant Student on a programme of study leading to an award of the University.

Change in registration particulars

21. A student must notify the Registrar & Secretary 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 programme of study.

Attendance and Study

22. No person may attend any programme, including receiving supervision, unless registered for that programme as a student.

23. A student shall be required to attend such academic and practical work and to perform such academic engagements as may be prescribed for the programme concerned.

24. A student, unable by reason of illness, incapacitation or other emergency, to fulfil the attendance requirements, shall inform the Director of Student Support or Programme Convenor, if so nominated, in the School in which the student is registered. In the event of a student suffering illness lasting more than six days, a medical certificate must be obtained and sent to the Director of Student Support.

25. The Director of Teaching and Learning of the relevant School of Studies may permit a student to carry out their studies elsewhere in the interests of their academic work under such conditions as Academic Programmes and Regulations Committee may determine.

Withdrawal from the University

26. A student who wishes to withdraw from the University before the completion of the programme must give notice in writing to the Registrar & Secretary, after consulting the Director of Teaching and Learning of the relevant School of Studies. Fees already paid will not normally be refunded and any fees due will be charged notwithstanding the withdrawal. Any subsequent application for admission shall be determined ab initio (from the beginning) in accordance with these regulations.

Temporary withdrawal

27. A student may be permitted to withdraw temporarily from the University for a specified period under procedures determined by the Academic Programmes
and Regulations Committee. Conditions may be set for resuming registration as a student.

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

28. Academic Programmes and Regulations 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.

29. 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 Committee 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 Support from the School in which the student is registered will be permitted to attend.

30. 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.

31. Where it is necessary for both Academic Programmes and Regulations Committee (via its Criminal Convictions Committee) and Student Discipline Committee to investigate a closely-connected set of events, those proceedings and their outcomes will be appropriately coordinated.

32. 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 7 working days.

Programme Structure

33. Teaching and Learning Committee shall prescribe the minimum numbers of credits required for each award.

34. For each new programme, a Validation Panel for new programmes, and subsequently the School Teaching and Learning Committee shall approve:

(a) the curriculum;

(b) the progression, examination and assessment requirements.
35. The relevant School Teaching and Learning Committee, may amend or add to the prescribed programme of study in accordance with procedures approved by Teaching and Learning Committee.

36. Under procedures approved by Academic Programmes and Regulations Committee, the Director of Teaching and Learning of the relevant School of Study may approve a variation in the curriculum for an individual student.

Examination and Award

Appointment of Examination Boards

37. Academic Programmes and Regulations 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 programmes

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

Minimum Credits required while registered for an award

39. The minimum credits to be achieved while registered for an award shall be determined by Teaching and Learning Committee.

40. For Programmes 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 Academic Programmes and Regulations Committee.

Maximum time allowed while registered for eligibility for an award

41. Academic Programmes and Regulations Committee shall determine the maximum time allowed, from date of first registration, for a student to be eligible for an award.

Submission of work for assessment

42. Work submitted for assessment shall:
Regulations for the Degrees of Master of Arts, Master of Fine Arts, Master of Laws, Master of Philosophy (Development Studies), Master of Research, Master of Science, Master in Teaching and Learning and for Postgraduate Diplomas and Postgraduate Certificates, including Postgraduate Certificate in Education (PGCE)

(a) be written in English unless otherwise approved by the validation panel under guidance from Academic Programmes and Regulations Committee;

(b) be the candidate's own work except where other authors are acknowledged by a method acceptable to the examiners;

(c) become the 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.

**Project, Dissertation, Thesis or Portfolio of Musical Compositions**

43. 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 Programme Convenor;

(b) shall comply with the requirements prescribed by the School Teaching and Learning Committee with regard to the topic, form and length of the project or dissertation or thesis or portfolio;

(c) shall submit by the due date the number of copies required by the School Teaching and Learning Committee.

44. 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 of Studies 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 of Studies. Other conditions shall apply at the discretion of Senate.

**Pass List**

45. The School Teaching and Learning Committee shall ratify the pass list.

**Categories of awards**

46. A student registered on a programme leading to the award of a degree, a postgraduate diploma or a postgraduate certificate (other than the Postgraduate Certificate in Education) may be awarded as agreed by the Validation Panel for new programmes and subsequently the School Teaching and Learning Committee a degree or postgraduate diploma in one of the following categories:
(a) Pass
(b) Pass with Merit
(c) Pass with Distinction

47. A student registered on a programme leading to the award of the Postgraduate Certificate in Education (PGCE) may be awarded

(a) a graduate certificate entitled the Professional Graduate Certificate in Education (PGCE),

or

(b) the Postgraduate Certificate in Education in one of the following categories:

(a) Pass
(b) Pass with Merit;
(c) Pass with Distinction

48. Academic Programmes and Regulations 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 programme 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

49. 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 Academic Programmes and Regulations Committee, provided always that the student shall be given reasonable opportunity to make representations.

50. 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.
51. Under procedures approved by Academic Programmes and Regulations 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.

52. The relevant Examination Board shall prescribe any conditions and procedures for reassessment of a student who has failed the assessment for any course to be counted towards an award, within a framework of principles in relation to reassessment set down by Academic Programmes and Regulations Committee.

Termination of training

53. Termination of training procedures may be invoked at any time during any part of a student’s programme of study, regardless of the source or location of the matter in question. The procedures will be invoked:

(a) Where it appears 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 termination of training procedures, which are approved by Senate, will be published in course handbooks provided to students.

Failure to satisfy the examiners at the first attempt

54. A student who has failed to satisfy the examiners at the first attempt may, with the permission of the appropriate examination board, and on the recommendation of the examiners, retake a second examination to be held at a time prescribed by the examination board during the twelve month period immediately following the first attempt. Such a student may be required to pursue a further course of study for a specific period but not exceeding twelve months and must pay all appropriate fees arising from such further study.

Failure to satisfy the examiners at the second attempt

55. A student who fails to satisfy the examiners at the second attempt shall not be permitted to retake an examination again for that award.

*Regulations for the Degrees of Master of Arts, Master of Fine Arts, Master of Laws, Master of Philosophy (Development Studies), Master of Research, Master of Science, Master in Teaching and Learning and for Postgraduate Diplomas and Postgraduate Certificates, including Postgraduate Certificate in Education (PGCE)*
Withholding of an award

56. 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 the payment of any dues to the University or to an affiliated institution, including fees, fines or other charges.

Appeals

57. There is no right of appeal in the University against the academic judgement of the duly appointed examiners.

58. A student shall have the right to appeal against a decision of the subject examination 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) an individual assessment result.

This includes the right to appeal against decisions made under regulations relating to penalties imposed for non-submission or late submission of work.

59. The grounds for an admissible appeal against a decision of the subject examination board shall be one or more of the following allegations:

(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.
60. A student shall have the right to appeal against a decision made by a Fitness to Practise Panel in accordance with Termination of Training procedures 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 by the Fitness to Practise Panel;

(b) that there was a procedural irregularity in the Termination of Training 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 Fitness to Practise Panel failed to comply with the guidance of the relevant professional body.

61. Senate shall appoint an Appeals Board and procedures governing the conduct of appeals shall be set down by the Appeals Board. The composition of the 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 Appeals Board shall be:

(a) to oversee matters of policy and procedure relating to appeals which are lodged by students on taught programmes;

(b) to receive an annual report on the conduct of taught programme appeals;

(c) to report on, and make recommendations in respect of appeals matters to Senate, via Teaching and Learning Committee.

62. Members of the Appeals Board shall form themselves into Appeals Panels for the purpose of examining appeals made under regulation 58. An Appeals Panel shall normally consist of four members of the 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 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 a Chair and two academic faculty members of the 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.

63. The Appeals Board shall convene Appeals Panels for the purpose of examining appeals made under regulation 60 as and when required. The Panel shall be composed of three members of the Appeals Board, namely a Chair, one academic faculty member with significant recent experience of a discipline requiring the determination of professional competence...
requirements (but who should not be from the appellant’s Department), and one student member, with the addition of one senior professional co-opted to the Panel from the profession relevant to the appellant. The role of Chair and student member shall be restricted to members of the 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 will be reached by a simple majority vote of those members present and voting, with the Chair having a second and casting vote if necessary.

64. Nominees of the Registrar & Secretary shall act as Secretaries of the Appeals Board and the Appeals Panels and shall attend their meetings.

65. To lodge an appeal, a written submission to the Registrar & Secretary must be received in the Registrar & Secretary’s office within twenty-one days of the publication of the decision against which the appeal is made, and stating the grounds of the appeal. Subsequent to lodging an appeal, the appellant may be required to complete a standard pro-forma, in a format prescribed by the Appeals Board.

66. The Appeals Board shall define a mechanism to determine whether appeals are admissible, in terms of being:

(a) received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit); and

(b) that the grounds of the appeal are admissible according to regulation 59 or 60 above.

67. Where an appeal is determined to be admissible it shall be considered by an Appeals Panel, in one of these ways:

(a) where the appeal appears to be readily decidable in favour of the appellant on the basis of the evidence available, an Appeals Panel may reach a decision without the need for a hearing;

(b) otherwise, the appeal will be examined at a hearing, at which the appellant shall have the right (though not the obligation) to attend, and the Appeals Panel shall be entitled to ask (but not require) the student to attend, to provide further information.

68. An appellant who attends an Appeals Panel hearing shall be entitled to be accompanied by a person of their choice, who may represent him or her. If the appellant wishes to be so accompanied or represented, they shall inform the Registrar & Secretary accordingly at least one working day in advance of the time of the hearing and shall at that time also supply the name of that person.
69. 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.

70. The Appeals Panel, whose decision shall be final, shall, in the case of an appeal under regulation 58 either:

(a) arrange for the appellant and the relevant Examination Board to be informed that the appeal is not upheld and that the decision of the Board should not be altered; or

(b) uphold the appeal and determine a remedy appropriate in the circumstances, and inform the appellant and the Examination Board accordingly. The Panel is authorized, on behalf of Senate, to determine a student’s category of award in the light of the outcome of an appeal.

71. The Appeals Panel, whose decision shall be final, shall, in the case of an appeal under regulation 60, either:

(a) arrange for the appellant and the relevant Fitness to Practise Panel to be informed that the appeal is not upheld and that the decision of the Fitness to Practise Panel should not be altered; or

(b) uphold the appeal and determine a remedy appropriate in the circumstances, and inform the appellant and the Fitness to Practise Panel accordingly.
Regulations for the Award of the Degree of Master of Arts in Social Work and its Associated Awards

General


3. The power to interpret these Regulations shall be vested in Senate, whose decision shall be final. These Regulations shall not be interpreted in such a way as to conflict with the provisions of the Charter and Statutes or of any Ordinance of the University. Senate has the power to vary these Regulations from time to time.

4. The facilities available to full-time and part-time students shall be prescribed by Teaching and Learning Committee and by Strategy and Performance Committee.

5. A student will be subject to the University’s Policy on Exploitation and Commercialisation of Intellectual Property.

6. 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.

Admission and Registration

7. Every application for admission shall be submitted on the designated form.

   Entrance requirements

8. The entrance requirements for a programme shall be determined by the Pro-Vice-Chancellor (Teaching and Learning).

9. A student shall be registered in the School of Education and Social Work.

10. The School Teaching and Learning Committee shall prescribe that each programme is available only to full-time students, only to part-time students, or to both.
Simultaneous Registration

11. 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 Director of Doctoral Studies of the relevant School of Studies.

12. A student shall not be permitted to register simultaneously for more than one award of the University without the permission of the Director of Teaching and Learning of the relevant School of Studies.

Exemption from part of a programme

13. A student may be exempted, under procedures approved by Academic Programmes and Regulations Committee, from part of a prescribed programme of study on the basis of previous education or relevant experience.

Admission to a programme

14. A student shall not be admitted to a programme unless they have:

(a) satisfied, or have been properly exempted from, the entrance requirements for the programme;

(b) agreed to comply with the Charter and Statutes, and Ordinances and Regulations of the University.

15. The Director of Teaching and Learning of the relevant School of Studies, or relevant Programme Convenor or Programme Selector so delegated by the Director, shall have authority to accept applications for admission in conjunction with the Registrar & Secretary (or nominee). The Registrar & Secretary’s decision shall be final.

Re-admission to a Programme

16. No student will be re-admitted to the University on a programme 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 Registrar and Secretary. Where permission is granted in exceptional cases, 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**

17. 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**

18. 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**

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

**The Withholding or Withdrawal of Registration**

20. The University shall have the right to withhold or withdraw registration from a student who:

   (a) is in arrears with the payment of fees or any other dues to the University or to an affiliated institution; or

   (b) has failed to meet the academic requirements to continue on the programme of studies concerned; or

   (c) has temporarily withdrawn from the University and has failed to meet the conditions laid down for the resumption of study; or

   (d) has been disciplined under Ordinance II in so far as the disciplinary action taken by the University relates to registration or re-registration; or

   (e) has provided materially inaccurate information in support of their application; or

   (f) has acquired a criminal conviction of sufficient seriousness or has failed to declare a criminal conviction occurring during the course of their studies.

**Change in registration particulars**

21. A student must notify the Registrar & Secretary of any changes occurring in the particulars supplied by the student 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 programme of study.
Attendance and Study

22. No person may attend any programme, including receiving supervision, unless registered for that programme as a student.

23. A student shall be required to attend such academic and practical work and to perform such academic engagements as may be prescribed for the programme concerned.

24. A student, unable by reason of illness, incapacitation or other emergency, to fulfil the attendance requirements, shall inform the Director of Student Support (or the Director of Teaching and Learning or the programme convenor). In the event of a student suffering illness lasting more than six days, a medical certificate must be obtained and sent to the Director of Student Support.

25. The Director of Teaching and Learning may permit a full-time student to carry out their studies elsewhere in the interests of their academic work under such conditions as Teaching and Learning Committee shall determine.

Withdrawal from the University

26. A student who wishes to withdraw from the University before the completion of the programme must give notice in writing to the Registrar & Secretary, after consulting the Director of Teaching and Learning. Fees already paid will not normally be refunded and any fees due will be charged notwithstanding the withdrawal. Any subsequent application for admission shall be determined ab initio (from the beginning) in accordance with these regulations.

Temporary withdrawal

27. A student may be permitted to withdraw temporarily from the University for a specified period under procedures determined by Academic Programmes and Regulations Committee. Conditions may be set for resuming registration as a student.

Requirement to Withdraw

28. Registration may be withheld or withdrawn from a student whose academic progress is considered to be unsatisfactory under procedures determined by Academic Programmes and Regulations Committee.

Programme Structure

29. Teaching and Learning Committee shall prescribe the minimum numbers of credits required for each award.

30. For each programme, the Validation Panel for new awards and, subsequently the School Teaching and Learning Committee, shall approve:

(a) the curriculum;
(b) the progression, examination and assessment requirements.

31. The relevant School Teaching and Learning Committee, may amend or add to the prescribed programme of study in accordance with procedures approved by Teaching and Learning Committee.

32. A student shall be required to gain practical experience of social work by attachment to professional agencies recognised by Teaching and Learning Committee, for periods determined by Teaching and Learning Committee.

33. A student shall be required to work under the supervision of tutors of the University and of professional workers designated for this purpose by the professional agencies in consultation with the University appointed by the Head of School.

34. 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.

Examination and Award

Appointment of Examination Boards

35. Academic Programmes and Regulations 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 programmes

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

Minimum Credits required while registered for an award

37. The minimum credits to be achieved while registered for an award shall be determined by Teaching and Learning Committee.

Maximum time allowed while registered for eligibility for an award

38. Academic Programmes and Regulations Committee shall determine the maximum time allowed, from date of first registration, for a student to be eligible for an award.

39. For Programmes 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 Academic Programmes and Regulations Committee.

**Submission of work for assessment**

40. Work submitted for assessment shall:

(a) be written in English unless otherwise approved by the validation panel under guidance from Academic Programmes and Regulations Committee;

(b) be the candidate's own work except where other authors are acknowledged by a method acceptable to the examiners;

(c) become the 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.

**Project, Dissertation or Thesis**

41. A student required to submit a project, a dissertation, or thesis:

(a) shall work under the direction of a supervisor or supervisors appointed by the Programme Convenor;

(b) shall comply with the requirements prescribed by the validation panel under Teaching and Learning Committee guidelines with regard to the topic, form and length of the project or dissertation or thesis or portfolio;

(c) shall submit by the due date the number of copies required by Academic Programmes and Regulations Committee.

42. Only material which is freely available for publication may be incorporated into work submitted for assessment unless the Director of Teaching and Learning 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 and other conditions shall apply at the discretion of Senate.

**Pass list**

43. The School Teaching and Learning Committee shall ratify the Pass List.

**Categories of awards**

44. A student registered on a programme leading to the award of the degree of Master of Arts in Social Work, or Master of Arts in Social Welfare...
Studies, or the Postgraduate Certificate in Post-Qualifying Specialist Social Work with Children and Young People, their Families and Carers may be awarded the qualification in one of the following categories:

(a) Pass  
(b) Pass with Merit  
(c) Pass with Distinction.

45. A student registered on a programme leading to the award of the Postgraduate Certificate in Evidence Based Practice in Social Work (Children and Families) may be awarded the Certificate in the following category:

(a) Pass

Award of the Postgraduate Diploma

46. The Social Work Masters’ Examination Board may recommend that a student who has failed to satisfy the requirements for the award of the Master in Social Work be awarded the Postgraduate Diploma in Social Work, the MA in Applied Social Care or the Postgraduate Diploma in Applied Social Care.

47. An award shall carry with it a recommendation to the General Social Care Council for recognition by that Council by means of the award of its appropriate qualifying diploma.

48. The relevant Examination Board shall have discretion to impose such penalties (if any) as it thinks appropriate in the circumstances in respect of a student who has failed to submit work required for assessment, whether through absence or through failure to observe prescribed dates, or who has failed to comply with any relevant procedures, provided that such penalties shall apply to the element or elements of the programme of studies in respect of which the failure occurred; and also provided that if a schedule of penalties has been approved for specified failures and omissions such schedule shall first have been made known to the student in an appropriate manner.

Collusion, Plagiarism and Misconduct

49. 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 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 Academic Programmes and Regulations Committee, provided always that the student shall be given reasonable opportunity to make representations.
50. 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.

51. Under procedures approved by Academic Programmes and Regulations 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.

52. The relevant Examination Board shall prescribe any conditions and procedures for reassessment of a student who has failed the assessment for any course to be counted towards an award, within a framework of principles in relation to reassessment set down by Academic Programmes and Regulations Committee.

**Termination of training**

53. Termination of training procedures may be invoked at any time during any part of a student’s programme of study, regardless of the source or location of the matter in question. The procedures will be invoked:

(a) Where it appears that a student is failing to maintain suitability for social work.

(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 termination of training procedures, which are approved by Senate, will be published in course handbooks provided to students.

**Failure to satisfy the examiners at the first attempt**

54. A student who has failed to satisfy the examiners at the first attempt may, with the permission of the Social Work Master’s Examination Board, and on the recommendation of the examiners, retake a second examination to be held at a time prescribed by the examination board during the twelve month period immediately following the first attempt. Such a student may be required to pursue a further course of study for a specific period but not exceeding three terms and must pay all appropriate fees arising from such further study.

**Failure to satisfy the examiners at the second attempt**
55. A student who fails to satisfy the examiners at the second attempt shall not be permitted to retake an examination again for that award unless the programme regulations specifically enable additional attempts. Such rules must be approved by the appropriate committee of the University and must be clearly published in programme documentation. Programmes which include local rules are the full range of postgraduate ‘post-qualifying’ programmes.

*Withholding of an award*

56. 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 the payment of any dues to the University or to an affiliated institution, including fees, fines or other charges.

*Appeals*

57. There is no right of appeal in the University against the academic judgement of the duly appointed examiners.

58. A student shall have the right to appeal against a decision of the subject examination 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) an individual assessment result.

This includes the right to appeal against decisions made under regulations relating to penalties imposed for non-submission or late submission of work.

59. The grounds for an admissible appeal against a decision of the subject examination board shall be one or more of the following allegations:

(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.

60. A student shall have the right to appeal against a decision made by a Fitness to Practise Panel in accordance with Termination of Training procedures 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 by the Fitness to Practise Panel;

(b) that there was a procedural irregularity in the Termination of Training 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 Fitness to Practise Panel failed to comply with the guidance of the relevant professional body.

61. Senate shall appoint an Appeals Board and procedures governing the conduct of appeals shall be set down by the Appeals Board. The composition of the 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 Appeals Board shall be:

(a) to oversee matters of policy and procedure relating to appeals which are lodged by students on taught programmes;

(b) to receive an annual report on the conduct of taught programme appeals;

(c) to report on, and make recommendations in respect of appeals matters to Senate, via its Teaching and Learning Committee.

62. Members of the Appeals Board shall form themselves into Appeals Panels for the purpose of examining appeals made under regulation 58. An Appeals Panel shall normally consist of four members of the 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 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 a Chair and two academic faculty members of the 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.

63. The Appeals Board shall convene Appeals Panels for the purpose of examining appeals made under regulation 60 as and when required. The Panel shall be composed of three members of the Appeals Board, namely a
Chair, one academic faculty member with significant recent experience of a discipline requiring the determination of professional competence requirements (but who should not be from the appellant’s Department), and one student member, with the addition of one senior professional co-opted to the Panel from the profession relevant to the appellant. The role of Chair and student member shall be restricted to members of the 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.

64. Nominees of the Registrar & Secretary shall act as Secretaries of the Appeals Board and the Appeals Panels and shall attend their meetings.

65. To lodge an appeal, a written submission to the Registrar & Secretary must be received in the Registrar & Secretary’s office within twenty-one days of the publication of the decision against which the appeal is made, and stating the grounds of the appeal. Subsequent to lodging an appeal, the appellant may be required to complete a standard pro-forma, in a format prescribed by the Appeals Board.

66. The Appeals Board shall define a mechanism to determine whether appeals are admissible, in terms of being:

   (a) received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit); and

   (b) that the grounds of the appeal are admissible according to regulation 59 or 60 above.

67. Where an appeal is determined to be admissible it shall be considered by an Appeals Panel, in one of these ways:

   (a) where the appeal appears to be readily decidable in favour of the appellant on the basis of the evidence available, an Appeals Panel may reach a decision without the need for a hearing;

   (b) otherwise, the appeal will be examined at a hearing, at which the appellant shall have the right (though not the obligation) to attend, and the Appeals Panel shall be entitled to ask (but not require) the student to attend, to provide further information.

68. An appellant who attends an Appeals Panel hearing shall be entitled to be accompanied by a person of their choice, who may represent him or her. If the appellant wishes to be so accompanied or represented, they shall inform the Registrar & Secretary accordingly at least one working day in advance of
the time of the hearing and shall at that time also supply the name of that person.

69. 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.

70. The Appeals Panel, whose decision shall be final, shall, in the case of an appeal under regulation 58 either:

(a) arrange for the appellant and the relevant Examination Board to be informed that the appeal is not upheld and that the decision of the Board should not be altered; or

(b) uphold the appeal and determine a remedy appropriate in the circumstances, and inform the appellant and the Examination Board accordingly. The Panel is authorised, on behalf of Senate, to determine a student’s category of award in the light of the outcome of an appeal.

71. The Appeals Panel, whose decision shall be final, shall, in the case of an appeal under regulation 60, either:

(a) arrange for the appellant and the relevant Fitness to Practise Panel to be informed that the appeal is not upheld and that the decision of the Fitness to Practise Panel should not be altered; or

(b) uphold the appeal and determine a remedy appropriate in the circumstances, and inform the appellant and the Fitness to Practise Panel accordingly.
Regulations for the Award of the Degrees of Master of Philosophy and Doctor of Philosophy

General

1. These Regulations apply to the Master of Philosophy and Doctor of Philosophy.

2. The power to interpret these Regulations shall be vested in Senate, whose decision shall be final. These Regulations shall not be interpreted in such a way to conflict with the provisions of the Charter and Statutes or of any Ordinance of the University. Senate shall have the power to vary these Regulations from time to time.

3. The facilities available to full-time and part-time students shall be prescribed by Teaching and Learning Committee and by Strategy and Performance Committee.

4. A student shall be subject to the University’s Code of Practice for Research and shall adhere to the requirements and observe the principles contained therein.

5. A student will be subject to the University’s Policy on Exploitation and Commercialisation of Intellectual Property.

6. 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.

Admission and Registration

7. Every application for admission shall be submitted on the designated form.

8. The entrance requirements for a programme shall be determined by the Doctoral School Committee.

9. A student shall be registered in a School (or equivalent body) of the University.

10. The Doctoral School Committee shall prescribe that each programme and course is available to full-time students, to part-time students or to both.

Simultaneous Registration

11. 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 Director of Doctoral Studies of the relevant School.

12. A student shall not be permitted to register simultaneously for more than one award of the University without permission of the relevant Director of Doctoral Studies.

Exemption from part of a programme

13. A student may be exempted, under procedures approved by Doctoral School Committee, from part of a prescribed programme on the basis of previous education or relevant experience.

Admission to a programme

14. A student shall not be admitted to a programme unless they have:

(a) satisfied, or have been properly exempted from, the entrance requirements for the programme;

(b) agreed to comply with the Charter and Statutes, and Ordinances and Regulations of the University.

15. The relevant Director of Doctoral Studies (or nominee) shall have the authority to admit applicants meeting the normal entrance requirements, in conjunction with the Registrar & Secretary (or nominee). Admission of applicants not meeting the normal entrance requirements must be approved personally by the relevant Director of Doctoral Studies, in conjunction with the Registrar & Secretary (or nominee). In all cases, the Registrar & Secretary’s decision shall be final.

Completion of Registration

16. 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

17. 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

18. Registration shall be renewed at the beginning of each University year, or at such time as is otherwise set by Regulation.
The Withholding or Withdrawal of Registration

19. 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 fees or any other dues to the University or to an affiliated institution; or

(b) has failed to meet the academic requirements to continue on the programme of studies concerned; or

(c) has temporarily withdrawn from the University and has failed to meet the conditions laid down for the resumption of study; or

(d) has been disciplined under Ordinance II in so far as the disciplinary action taken by the University relates to registration or re-registration; or

(e) has been found guilty of misconduct in research; 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.

Change in registration particulars

20. A student must notify the Registrar & Secretary of any changes occurring in the particulars supplied by the student 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 programme of study.

Minimum and Maximum periods of Registration

21. The minimum and maximum periods of registration shall be determined by Doctoral School Committee. The minimum and maximum periods of registration are:

<table>
<thead>
<tr>
<th>Award</th>
<th>Mode of Study</th>
<th>Minimum period of registration</th>
<th>Maximum period of registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Philosophy</td>
<td>full-time</td>
<td>one year</td>
<td>three years</td>
</tr>
<tr>
<td></td>
<td>part-time</td>
<td>two years</td>
<td>four years</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>full-time</td>
<td>two years</td>
<td>four years</td>
</tr>
<tr>
<td></td>
<td>part-time</td>
<td>three years</td>
<td>six years</td>
</tr>
</tbody>
</table>
22. A student required by the Director of Doctoral Studies of the relevant School to undertake coursework shall normally have the minimum and maximum periods of registration extended by a corresponding period.

23. A student who changes registration status from full-time to part-time, or vice versa, before reaching the minimum period of registration shall have the minimum and maximum periods of registration recalculated in proportions approved by the Doctoral School Committee.

_Transfer of Registration between Master and Doctor of Philosophy_

24. A student registered for either the degree of Master of Philosophy or the degree of Doctor of Philosophy may apply to be registered for the other degree and, with the consent of the Director of Doctoral Studies of the relevant School, may cancel that registration and register instead for the other degree at any time before giving notice as required under Regulation 44.

_Collaborative Distant Students_

25. Senate may approve an institutional collaborative arrangement with another institution in order to enable a student to register, as a Collaborative Distant Student, on a programme of study leading to an award of the University, while carrying out their research work within another institution.

_Independent Distant Students_

26. The Director of Doctoral Studies of the relevant School may approve an arrangement whereby a student resident overseas (including elsewhere in the European Union) may register on a programme of study and research as an Independent Distant Student leading to an award of the University. An Independent Distant Student shall be required to attend for a minimum period of one term at the University during the period although the Director of Doctoral Studies of the relevant School may specify a longer period of attendance, depending on the requirements of the research programme. The Director of Doctoral Studies of the relevant School shall approve a provisional timetable for completion of the required period of attendance. For the purpose of the minimum and maximum periods of registration permitted, an Independent Distant student shall be regarded as equivalent to a full-time student.

_Attendance and Study_

27. No person may attend any programme, including receiving supervision, unless registered for that programme as a student.

28. A student shall be required to attend such academic and practical work and to perform such academic engagements as may be prescribed for the programme concerned, except when permission to be absent or not to complete the work has been obtained under procedures approved by Doctoral School Committee. A student shall be required to be in attendance unless
permission to the contrary has been obtained under procedures approved by the Doctoral School Committee.

29. A student, unable by reason of illness, incapacitation or other emergency, to fulfil the attendance requirements, shall arrange to inform the main supervisor. In the event of a student suffering illness lasting more than six days, a medical certificate must be obtained and sent to the Director of Student Support.

Exemption from part of study

30. Where the Director of Doctoral Studies of the relevant School has exempted a student from part of a programme of study, the minimum duration of the programme of study at the University shall be not less than one half of the minimum period of registration required.

Fieldwork

31. The Director of Doctoral Studies of the relevant School may permit a student to carry out fieldwork elsewhere as part of the programme, provided that any such fieldwork elsewhere is in the interests of a student's academic work and that a student shall have spent at least half the minimum prescribed period of registration as a research student at the University.

Withdrawal from the University

32. A student who wishes to withdraw from the University before the completion of the programme must give notice in writing to the Registrar & Secretary, after consulting the Director of Doctoral Studies of the relevant School. Fees already paid will not normally be refunded and any fees due will be charged notwithstanding the withdrawal. Any subsequent application for admission shall be determined ab initio (from the beginning) in accordance with these regulations, under procedures determined by the Doctoral School Committee.

Temporary Withdrawal

33. A student may be permitted to withdraw temporarily from the University for a specified period under procedures determined by the Doctoral School Committee. Conditions may be set for resuming registration as a student.

Requirement to Withdraw

34. Registration may be withheld or withdrawn from a student whose academic progress is considered to be unsatisfactory under procedures determined by the Doctoral School Committee.

Programme Structure

35. A student shall pursue a programme of supervised study approved by the Doctoral School Committee.
Coursework

36. A student may be required to undertake coursework, the content of which shall be prescribed by the Director of Doctoral Studies of the relevant School.

Supervision

37. A student shall have a main and additional supervisor appointed by the Director of Doctoral Studies (or, in the case of a Joint Research Degree Student, two joint supervisors, one appointed from the University of Sussex and one from the other institution). The responsibilities and duties of both the student and of those involved in the student’s supervision shall be prescribed by the Doctoral School Committee.

Academic Progress

38. A student will be required to prepare, in accordance with procedures approved by Doctoral School Committee, an outline of the research project for consideration during their first year of study.

39. A certificate to confirm the content and title of the student’s thesis and research outline shall be submitted to the Director of Doctoral Studies of the relevant School by the published deadline within the first year of the student's registration for a degree. Any subsequent changes in the title or research topic shall be valid only when approved by the Director of Doctoral Studies of the relevant School on the recommendation of the supervisor(s).

40. The academic progress of a student shall be reviewed annually under procedures approved by the Doctoral School Committee. In accordance with those procedures, a student shall be required to submit a report on research progress during each academic year. The Director of Doctoral Studies shall be responsible, within framework guidance set down by the Doctoral School Committee, for ensuring the existence and effective operation of arrangements within the School for proper review of the progress of each student. The Director of Doctoral Studies shall, on the outcome of the review, decide that a student should either be permitted to proceed with the research and be re-registered or not be permitted to re-register.

Submission of Thesis

41. A thesis may be submitted only by a registered student.

42. A student may submit a thesis at any time after the completion of the minimum period of registration but shall not be permitted to submit it after the period listed below without the consent of the Director of Doctoral Studies of the relevant School:
<table>
<thead>
<tr>
<th>Award</th>
<th>Mode of Study</th>
<th>Minimum period of registration</th>
<th>Maximum permitted time for submission of thesis after minimum period of registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Philosophy</td>
<td>full-time</td>
<td>one year</td>
<td>two years</td>
</tr>
<tr>
<td></td>
<td>part-time</td>
<td>two years</td>
<td>two years</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>full-time</td>
<td>two years</td>
<td>two years</td>
</tr>
<tr>
<td></td>
<td>part-time</td>
<td>three years</td>
<td>three years</td>
</tr>
</tbody>
</table>

43. A student shall give at least two months notice of the submission of the thesis by completing the prescribed form stating the full title of the thesis.

44. A student shall submit three copies of the thesis, including a summary which shall be liable to examination, in the form prescribed by Doctoral School Committee. Any variation to the length of the thesis must be approved by the Director of Doctoral Studies of the relevant School. The form prescribed by Doctoral School Committee is as follows:

(a) Word length limits for theses: the maximum word length for DPhil theses shall be 80,000 words, and for MPhil theses shall be 40,000 words except in the following subjects, where no such limits are specified:

- Biochemistry
- Biology
- Chemistry
- Engineering & Information Technology
- Environmental Science
- Informatics
- Mathematics
- Physics & Astronomy
- SPRU: Science & Technology Policy Research

(b) Summary word length: the maximum word length for the summary section for both DPhil and MPhil theses shall be 300 words except for theses in the subjects of Education, Creative Writing and Media Practice where the limit shall be 600 words.

(c) Musical Composition

In the case of the MPhil taken by musical composition the portfolio of compositions shall contain at least one substantial composition and one or more shorter compositions. The substantial composition should be scored either for large ensemble or for smaller forces in which case it should exceed 15 minutes in duration. The associated commentary shall be between 3,000 and 5,000 words in length. In the case of the DPhil taken by musical composition the portfolio of compositions shall contain at least one large-scale work and a number of smaller
compositions. The large-scale work should be scored either for large ensemble or for small ensemble in which case it should exceed 30 minutes in duration. The associated commentary shall be between 8,000 and 10,000 words in length.

(d) Music-Theatre Performance

The thesis will consist of either a substantial performance work, or a performance work with a portfolio of compositions or other creative work. The performance may involve any media or disciplines in combination with music, and may or may not involve the student him or herself. The performance work must be documented on DVD, which must be submitted with the critical commentary. The performance and portfolio (where relevant) must be accompanied by a written critical and theoretical commentary. For the MPhil (DPhil) the discursive or critical written component of the thesis will be between 10,000 (20,000) and 20,000 (40,000) words in length. The summary for both the MPhil and the DPhil shall not exceed 600 words.

(e) Creative Writing

The thesis will be an original piece of creative writing and research. The MPhil shall be no more than 40,000 words in length and the DPhil no more than 80,000 words. Many creative writing theses will consist of a creative component, in any recognised genre of creative writing, together with a related critical study, with the critical component occupying no less than 20% and no more than 80% of the total word length. Where poetry is the chosen genre, the creative component will be a book length manuscript and the critical component will be no less than 25,000 words (MPhil) or 50,000 words (DPhil). However, the thesis may also be presented in such a way that the creative and critical components are interwoven to create a distinctive whole. In this instance, the creative and critical components may be seen, for example, as two different but interdependent responses to the same topic; or the creative component may arise out of the critical component (or vice versa) and be a vehicle for exploring it further. In either case, the summary for both the MPhil and the DPhil shall not exceed 600 words.

(f) Media Practice

The thesis will consist of a portfolio of creative work in either video or digital imaging or photography or interactive media or sound or any other digital media or combination of media. The work may incorporate live performance and installation in which case these elements must be documented in retainable forms, such as videos, scripts and plans, that are approved by the supervisor(s). The creative work must be accompanied by a discursive or critical written component. For the MPhil (DPhil) the discursive or critical written component of the thesis will be between 10,000 (20,000) and 20,000 (40,000) words in length.
The summary for both the MPhil and the DPhil shall not exceed 600 words.

(g) The use of alternative modes for other programmes

The modes listed in regulation 44 (c-f) for Musical Composition, Music-Theatre Performance, Creative Writing and Media Practice may also be available for use on other programmes, with suitable variation, subject to the approval of the Director of Doctoral Studies within the relevant school.

Written declaration

45. A student may not be awarded more than one degree for the same research thesis, or for a thesis containing significantly overlapping material. Students shall be required to make a written declaration:

(a) stating the extent to which the material in the thesis has already been submitted as part of formal assessment at this or any other University, and the award, if any, obtained as a result; and in such a case may be required to produce that original material;

(b) providing an assurance that the thesis has not been, and will not be, submitted in whole or in part to another University for any other degree, except as declared under (a) above, or in terms of re-submission at the University of Sussex.

Notwithstanding the declaration, the University may investigate to verify the statement should it deem this to be necessary. Should the University be dissatisfied with the outcome of any such investigation, it may decide to terminate the examination. The University reserves the right for Senate to rescind the award of a degree if it is proven that a student has submitted the same thesis, or a thesis which significantly overlaps in content, to another University for the award of a degree, subsequent to the award of the Sussex degree.

46. A student shall state, in a preface to the thesis, the sources from which the information has been derived and, if any part of the thesis results from joint work with other persons, the extent to which the thesis has drawn on the work of those others and the portion of the thesis which a student claims to be their own original work.

Incorporation of published work

47. Only material which is freely available for publication may be incorporated into work submitted for assessment. For work permitted to incorporate material not freely available for publication an embargo on consultation or restriction of access may be implemented by the Library for a specific duration with the approval of the Director of Doctoral Studies of the relevant School and other conditions shall apply at the discretion of the Director of Doctoral Studies of
the relevant School who may permit the inclusion of materials not freely available for publication.

_Incorporation of a student's published work_

48. A student may incorporate, as an integral part of their thesis, any of their work published before submission of the thesis, provided that the greater proportion of the work for the thesis has been carried out after registration for the degree and under supervision. Publications by a student relating to work described in the thesis may be submitted as supporting material.

_Examination and Award_

49. The thesis shall be assessed by at least one internal examiner and at least one external examiner, appointed by the Chair or Vice-Chair of the Research Degree Examination Board on the recommendation of the Director of Doctoral Studies.

50. A *viva voce* examination, a practical examination or a combination of both shall normally be an integral part of the examination.

_Title of awards and programmes_

51. The title of awards and programmes shall be determined by the Doctoral School Committee.

_Submission of work for assessment_

52. Work submitted for assessment shall:

(a) be written in English unless otherwise approved by Doctoral School Committee;

(b) be the student's own work except where other authors are acknowledged by a method acceptable to the examiners;

(c) become the property of the University which may deposit it in the University’s Institutional Repository or elsewhere and shall have the right to take copies of it and circulate those copies as it shall think fit.

_Collusion, Plagiarism and Misconduct_

53. 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 Chair of the Research Degree Examination Board, 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 Doctoral School Committee,
provided always that the student shall be given reasonable opportunity to make representations.

54. The Chair of the Research Degree Examination Board, if they have adequate reason to suspect that collusion, plagiarism or any other misconduct has occurred, shall constitute a *viva* panel to investigate the matter.

55. Under procedures prescribed by Doctoral School Committee, the *viva* panel shall make a recommendation to the Research Degree Examination Board which may include disqualification from eligibility for the award or some other penalty. A student shall be informed of the recommendation as soon as is practicable. A student shall have the right to appeal.

*Requirements for an award*

56. A student shall be required to satisfy the examiners in one of the following:

(a) *Master of Philosophy*

- for the award of the *Master of Philosophy*, that the thesis makes an adequate original contribution to knowledge or understanding or is a valuable presentation or interpretation of material put together in an original manner;

- for the award of the *Master of Philosophy* taken by musical composition, that the portfolio of musical compositions makes an adequate original contribution to the field of composition and that the associated discursive or critical component engages the reader with the scores;

- for the award of the *Master of Philosophy* taken by music-theatre performance, that the work makes an adequate original contribution to whatever genre it is working within and that the associated discursive or critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the performance work and relevant practices in the field (c) an exploration of ways in which the performance responds to or explores specific issues in contemporary critical theory.

- for the award of the *Master of Philosophy* taken by creative writing, that the work demonstrates adequate levels of creativity, originality, scholarly competence and knowledge of the field within which it is located. The critical component should comprise at least one of: (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the literary composition and contemporary or traditional achievements in the genre (c) an exploration of ways in which the writing responds to or explores specific issues in contemporary literary and critical theory (d) a research-based consideration of the creative writing process in...
relation to issues in the field of personal development. If the creative and critical components are interwoven, examiners will take particular account of the way these components enhance each other and form a coherent whole.

(b) Doctor of Philosophy

- for the award of the Doctor of Philosophy, that the thesis makes a substantial original contribution to knowledge or understanding;

- for the award of the Doctor of Philosophy taken by musical composition, that the portfolio of musical compositions makes a substantial original contribution to the field of composition and that the associated discursive or critical component engages the reader with the scores;

- for the award of the Doctor of Philosophy taken by music-theatre performance, that the work makes a substantial original contribution to whatever genre it is working within and that the associated discursive or critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the performance work and relevant practices in the field (c) an exploration of ways in which the performance responds to or explores specific issues in contemporary critical theory.

- for the award of the Doctor of Philosophy taken by creative writing, that the work demonstrates substantial levels of creativity, originality, scholarly competence and knowledge of the field within which it is located. The critical component should comprise at least one of: (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the literary composition and contemporary or traditional achievements in the genre (c) an exploration of ways in which the writing responds to or explores specific issues in contemporary literary and critical theory (d) a research-based consideration of the creative writing process in relation to issues in the field of personal development. If the creative and critical components are interwoven, examiners will take particular account of the way these components enhance each other and form a coherent whole.

57. The examiners shall make a recommendation through the Research Degree Examination Board to the Chair of the Doctoral School Committee, for approval on behalf of Senate, in respect of each student being recommended for an award.

58. The examiners shall recommend, for the award of the degree of Master of Philosophy, one of the following:
(a) that the Master of Philosophy be awarded unconditionally, or subject to corrections being made to the thesis;

(b) that the thesis be referred for major revision but the student be permitted to revise and resubmit the thesis for examination for Master of Philosophy a second time;

(c) that a student should fail and should not be permitted to revise and resubmit the thesis for examination.

59. The examiners shall recommend, for the award of the degree of Doctor of Philosophy, either:

(a) that the Doctor of Philosophy be awarded unconditionally, or subject to corrections being made to the thesis;

(b) that the thesis be referred for major revision, the student to have the choice, to be exercised within twenty-eight days of the formal communication of the result of the examination to a student, between (a) the opportunity to revise and resubmit the thesis for examination for the Doctor of Philosophy degree or (b) to accept the award of the Master of Philosophy, either unconditionally or subject to corrections being made to the thesis;

(c) that a student registered for the Doctor of Philosophy should fail the Doctor of Philosophy but be awarded the Master of Philosophy, unconditionally or subject to corrections being made to the thesis;

(d) that a student registered for the Doctor of Philosophy should fail the Doctor of Philosophy but be permitted to revise and resubmit the thesis for examination for a second time, this time for the Master of Philosophy;

(e) that a student registered for a Doctor of Philosophy should fail the Doctor of Philosophy, but should have the choice, in exceptional circumstances only, to be exercised within twenty-eight days of the formal communication of the result to a student, to choose to revise and resubmit the thesis for examination for a second time for either the Doctor of Philosophy or the Master of Philosophy;

(f) that a student should fail and should not be permitted to revise and resubmit the thesis for examination.

60. A student awarded the degree of Doctor of Philosophy or Master of Philosophy subject to corrections shall normally be permitted a maximum of six months in which to so do the corrections to the approval of the internal examiner.

61. A student permitted to revise and resubmit a thesis for examination for a second time shall normally be required to do so within a further year.
62. The examiners shall recommend, for a student permitted to revise and resubmit the thesis for a second examination for the award of the Master of Philosophy, either:

(a) that the Master of Philosophy be awarded, unconditionally or subject to corrections being made to the thesis;

(b) that a student should fail and should not be permitted to revise and to re-submit the thesis for further examination.

63. Once a student has resubmitted their thesis for re-examination, s/he will not be able to revert to the original offer made by the Research Degree Examination Board after their examination.

64. The examiners shall recommend, for a student permitted to revise and resubmit the thesis for a second examination for the award of the Doctor of Philosophy, either:

(a) that the Doctor of Philosophy be awarded, unconditionally or subject to corrections being made to the thesis;

(b) that a student should fail the Doctor of Philosophy but be awarded the Master of Philosophy, unconditionally or subject to corrections being made to the thesis;

(c) that a student should fail and should not be permitted to revise and to re-submit the thesis for further examination.

65. The procedure to be followed in the event of failure by the examiners to reach a joint recommendation as to the result of the examination shall be determined by Doctoral School Committee.

66. No thesis shall be examined more than twice under these Regulations except as may be determined by the Research Degree and Professional Doctorate Appeals Board.

Withholding of award

67. Where a student is in arrears with the payment of any dues to the University or to an affiliated institution, including fees, fines or other charges, the University reserves the right to withhold an award and to withhold any recommendation for an 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 student may appeal against any of the decisions under regulations 58(b), 58(c), 59(b), 59(c), 59(d), 59(e), 59(f), 62(b), 64(b), 64(c).

70. Procedures for complaint and redress during the study period shall be set out in a statement approved by Doctoral School Committee. The alleged inadequacy of supervisory or other arrangements during the period of registration shall not constitute grounds for an appeal unless there are exceptional reasons for the information not having come to the attention of the examiners until after the examination.

71. A student who has been refused permission to re-register or to change registration from Master of Philosophy to Doctor of Philosophy or vice versa and considers that the decision was based on inadequate evidence or taken in an improper manner, or whose registration has been withdrawn, shall have the right to appeal against that decision by writing to the Registrar & Secretary within twenty-one days of the notification of the decision. It shall be the responsibility of the student to ensure that all relevant evidence is available to the appropriate authority before the decision on re-registration or change of registration is made. Evidence produced later will be taken into account only when there are good reasons for it not having been presented in good time.

72. The grounds for an admissible appeal shall be one or more of the following allegations:

(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 were procedural irregularities in the conduct of the examination (including administrative error) of such a nature as to cause reasonable doubt whether the examiners would have reached the same conclusion had they not occurred;

(c) that there is evidence of prejudice or of bias on the part of one or more of the examiners.

73. The procedures for the submission of appeals against the decisions of the examiners, on grounds other than their academic judgement, shall be:

(a) an appeal shall be submitted in writing to the Registrar & Secretary, with supporting evidence, no later than twenty-one days after the publication of the result;

(b) a determination will be made as to the admissibility of the appeal, in accordance with procedures laid down by the Appeals Board, in terms of the appeal being:

(i) received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit); and
(ii) that the grounds of the appeal are admissible according to regulation 72 above.

(c) admissible appeals shall be referred to the Research Degree and Professional Doctorate Appeals Board;

(d) the Research Degree and Professional Doctorate Appeals Board shall conduct a hearing, at which the appellant shall have the right (though not an obligation) to attend. The Supervisor shall have the right to attend. The Research Degree and Professional Doctorate Appeals Board shall be entitled to ask (but not require) the appellant to attend to provide further information. The Board shall have the right to require the supervisor to attend the meeting. The appellant shall have the right to request that the supervisor may or may not attend the hearing jointly with the appellant. The Research Degree and Professional Doctorate Appeals Board shall have the right to invite any other person to attend;

(e) an appellant who attends a Research Degree and Professional Doctorate Appeals Board hearing shall be entitled to be accompanied by a person of their choice, who may represent him or her in addition to the supervisor. If the appellant wishes to be so accompanied or represented, they shall inform the Registrar and Secretary accordingly at least five working days in advance of the time of the hearing and shall at that time also supply the name of that person. If the appellant wishes the supervisor to be present with the appellant, they shall inform the Registrar and Secretary at least five working days in advance of the time of the hearing;

(f) after the Research Degree and Professional Doctorate Appeals Board hearing has been presented with the evidence in the case, all persons other than the Board and its officers shall withdraw while the Board considers its decision in private. The Research Degree and Professional Doctorate Appeals Board will normally invite the appellant (and the person accompanying him or her) to return to hear its decision. However, the Research Degree and Professional Doctorate Appeals Board reserves 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 Research Degree and Professional Doctorate Appeals Board at the time of the hearing, in which case a specific reason for needing the additional time will be given to the appellant;

(g) the Research Degree and Professional Doctorate Appeals Board shall determine whether the case presented constitutes grounds for reconsideration and, if so, institute such steps as it considers appropriate in the circumstances.
74. There is no right of appeal against a decision of the Research Degree and Professional Doctorate Appeals Board or against the outcome of any process of reconsideration instituted by that Board.

Deposit of Thesis

75. A student awarded a degree shall:

(a) deposit two copies of the approved thesis with the University. One copy shall be bound in the style approved by Doctoral School Committee. The other shall be submitted in electronic format as prescribed by the Student Progress and Assessment Office. Both copies shall become the property of the University. Subject to any embargo or restriction of access to published work, the copy in electronic format shall be deposited in the University’s Institutional Repository and made available for wider public access by appropriate means. Graduation will be subject to the receipt of one bound and one electronic copy of the thesis;

(b) duly complete all necessary authorisations required by the British Library to lend, photocopy and sell copies of the thesis without further reference to the author.

76. In the case of a student not awarded a degree the University shall retain one copy of the thesis which shall become the property of the University.
Regulations for the Award of Professional Doctorates and Exit Awards

General

1. These Regulations apply to the Doctor of Education and to the Doctor of Social Work.

2. The power to interpret these Regulations shall be vested in Senate, whose decision shall be final. These Regulations shall not be interpreted in such a way as to conflict with the provisions of the Charter and Statutes or of any Ordinance of the University. Senate has the power to vary these Regulations from time to time.

3. The facilities available to full-time and part-time students shall be prescribed by Teaching and Learning Committee and by Strategy and Performance Committee.

4. A student shall be subject to the University’s Code of Practice for Research and shall adhere to the requirements and observe the principles contained therein.

5. A student will be subject to the University’s Policy on Exploitation and Commercialisation of Intellectual Property.

6. 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.

Admission and Registration

7. Every application for admission shall be submitted on the designated form.

8. The entrance requirements for a programme shall be determined by the Doctoral School Committee.

9. A student will be registered in the School of Education and Social Work.

Simultaneous Registration

10. 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 Director of Doctoral Studies of the School of Education and Social Work.
Exemption from part of a programme

11. A student may be exempted, under procedures approved by Doctoral School Committee, from part of a prescribed programme on the basis of previous education or relevant experience.

A student shall not be permitted to register simultaneously for more than one award of the University without permission of the Director of Doctoral Studies of the School of Education and Social Work.

Admission to a programme

12. A student shall not be admitted to a programme unless they have:

(a) satisfied, or have been properly exempted from, the entrance requirements for the programme;

(b) agreed to comply with the Charter and Statutes, and Ordinances and Regulations of the University.

13. The Director of Doctoral Studies of the School of Education and Social Work (or nominee) shall have the authority to admit applicants meeting the normal entrance requirements, in conjunction with the Registrar & Secretary (or nominee). Admission of applicants not meeting the normal entrance requirements must be approved personally by the Director of Doctoral Studies, in conjunction with the Registrar & Secretary (or nominee). In all cases, the Registrar & Secretary’s decision shall be final.

Completion of Registration

14. 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

15. 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

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

The Withholding or Withdrawal of Registration

17. 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 fees or any other dues to the University or to an affiliated institution; or

(b) has failed to meet the academic requirements to continue on the programme of studies concerned; or

(c) has temporarily withdrawn from the University and has failed to meet the conditions laid down for the resumption of study; or

(d) has been disciplined under Ordinance II in so far as the disciplinary action taken by the University relates to registration or re-registration; or

(e) has been found guilty of misconduct in research; 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.

Change in registration particulars

18. A student must notify the Registrar & Secretary of any changes occurring in the particulars supplied by the student 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 programme of study.

Minimum and Maximum period of registration

19. The minimum and maximum periods of registration shall be determined by Doctoral School Committee. The minimum and maximum periods of registration are:

<table>
<thead>
<tr>
<th>Award</th>
<th>Mode of Study</th>
<th>Minimum period of registration</th>
<th>Maximum period of registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Education</td>
<td>part-time</td>
<td>four years*</td>
<td>six years</td>
</tr>
<tr>
<td>Doctor of Social Work</td>
<td>part-time</td>
<td>four years</td>
<td>six years</td>
</tr>
</tbody>
</table>

* In the case of students registered on the international EdD programme (whose mode of study is by distant registration) the thesis component may be submitted after three years rather than four, subject to the approval of the Director of Doctoral Studies.
Independent Distant Students

20. The Director of Doctoral Studies of the relevant School may approve an arrangement whereby a student resident overseas (including elsewhere in the European Union) may register on a programme of study and research as an Independent Distant Student leading to an award of the University. An Independent Distant Student shall be required to attend for a minimum period of one term at the University during the period although the Director of Doctoral Studies of the relevant School may specify a longer period of attendance, depending on the requirements of the research programme. The Director of Doctoral Studies of the relevant School shall approve a provisional timetable for completion of the required period of attendance.

Attendance and Study

21. No person may attend any programme, including receiving supervision, unless registered for that programme of study.

22. A student shall be required to attend such academic and practical work and to perform such academic engagements as may be prescribed for the programme concerned, except when permission to be absent or not to complete the work has been obtained under procedures approved by Doctoral School Committee. A student shall be required to be in attendance unless permission to the contrary has been obtained under procedures approved by Doctoral School Committee.

23. A student, unable by reason of illness, incapacitation or other emergency, to fulfil the attendance requirements, shall arrange to inform the main supervisor. In the event of a student suffering illness lasting more than six days, a medical certificate must be obtained and sent to the Director of Doctoral Studies of the School of Education and Social Work.

Exemption from part of study

24. Where the Director of Doctoral Studies in the School of Education and Social Work has exempted a student from part of a programme of study, the minimum duration of the programme of study at the University shall be not less than one half of the minimum period of registration required.

Withdrawal from the University

25. A student who wishes to withdraw from the University before the completion of the programme must give notice in writing to the Registrar & Secretary, after consulting the Director of Doctoral Studies of the School of Education and Social Work. Fees already paid will not normally be refunded and any fees due will be charged notwithstanding the withdrawal. Any subsequent application for admission shall be determined ab initio (from the beginning) in accordance with these regulations.
Temporary Withdrawal

26. A student may be permitted to withdraw temporarily from the University for a specified period under procedures determined by the Doctoral School Committee. Conditions may be set for resuming registration as a student.

Requirement to Withdraw

27. Registration may be withheld or withdrawn from a student whose academic progress is considered to be unsatisfactory under procedures determined by the Doctoral School Committee.

Programme Structure

28. A student shall pursue a programme of taught coursework, supervised study and research in a subject approved by the Doctoral School Committee.

Fieldwork

29. The Director of Doctoral Studies in the School of Education and Social Work may permit a student to carry out fieldwork elsewhere as part of the programme, provided that any such fieldwork elsewhere is in the interests of a student's academic work and that a student shall have spent at least half the minimum prescribed period of registration as a research student at the University.

Supervision

30. A student shall have a main and additional supervisor appointed by the Director of Doctoral Studies. The responsibilities and duties of both the student and those involved in the student’s supervision shall be prescribed by Doctoral School Committee.

31. The main supervisor shall report on the work and progress of a student as and when required by Doctoral School Committee.

Academic Progress

Coursework

32. A student shall be required to satisfy the examiners in any form of assessment prescribed by Doctoral School Committee before proceeding to the submission of the thesis.

Research

33. A student will be required to prepare, in accordance with procedures approved by Doctoral School Committee, an outline of the research project for consideration during their first year of research study.
34. A certificate to confirm the content and title of the student’s thesis and research outline shall be submitted to the Director of Doctoral Studies in the School of Education and Social Work by the deadline published within the Graduate Centre of the School of Education and Social Work. Any subsequent changes in the title or research topic shall be valid only when approved by the Director of Doctoral Studies of the School of Education and Social Work on the recommendation of the supervisor.

35. The academic progress of a student shall be reviewed annually under procedures approved by the Doctoral School Committee. In accordance with those procedures, a student shall be required to submit a report on research progress during each academic year. The Director of Doctoral Studies shall be responsible, within framework guidance set down by the Doctoral School Committee, for ensuring the existence and effective operation of arrangements within the School for proper review of the progress of each student. The Director of Doctoral Studies shall, on the outcome of the review, decide that a student should either be permitted to proceed with the research and be re-registered or not be permitted to re-register.

**Examination of coursework**

36. A Professional Doctorate Examination Board shall have the discretion to award such marks as it thinks appropriate in respect of a student who has failed to submit work required for assessment, whether through absence or through failure to observe prescribed submission dates or who has failed to comply with any relevant procedures prescribed by the examiners, provided that such marks will apply to the element or elements of the programme of studies in respect of which the failure has occurred.

37. A student who has failed to satisfy the examiners may, with the permission of a Professional Doctorate Examination Board and on the recommendation of the examiners, retake the relevant assessment to be held at a time prescribed by a Professional Doctorate Examination Board during the 12-month period immediately following the first attempt. A student may be required to pursue a further programme of study for a specific period not exceeding one year and must pay all appropriate fees arising from such further study. A student who fails to satisfy the examiners at the second attempt shall be required to withdraw from the University.

38. A student shall have the right to appeal against a decision of the Professional Doctorate Examination Board that they be required to withdraw from the University on academic grounds (see regulations 67 to 78 below, relating to coursework appeals).

**Collusion, Plagiarism and Misconduct**

39. 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 Chair of the Professional Doctorate Examination Board, 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 Doctoral School Committee, provided always that the student shall be given reasonable opportunity to make representations.

40. The Chair of the Professional Doctorate Examination Board, if they have adequate reason to suspect that collusion, plagiarism or any other misconduct has occurred, shall constitute a viva panel to investigate the matter.

41. Under procedures prescribed by Doctoral School Committee, the viva panel shall make a recommendation to the Professional Doctorate Examination Board which may include disqualification from eligibility for the award or some other penalty. A student shall be informed of the recommendation as soon as is practicable. A student shall have the right to appeal.

Submission of Thesis

42. A thesis may be submitted only by a registered student.

43. Doctoral School Committee shall determine the maximum time allowed, while registered, for a student to be eligible for an award. A student may submit the thesis at any time after the completion of the minimum period of registration but shall not be permitted to submit it after the period listed below without the consent of the Director of Doctoral Studies in the School of Education and Social Work.

<table>
<thead>
<tr>
<th>Award</th>
<th>Mode of Study</th>
<th>Minimum period of registration</th>
<th>Maximum date for submission of thesis after minimum period of registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Education</td>
<td>part-time</td>
<td>four years</td>
<td>two years</td>
</tr>
<tr>
<td>Doctor of Social Work</td>
<td>part-time</td>
<td>four years</td>
<td>two years</td>
</tr>
</tbody>
</table>

44. A student shall give at least two months notice of the submission of the thesis by completing the prescribed form stating the full title of the thesis.

45. A student shall submit three copies of the thesis, including a summary which shall be liable to examination, in the form prescribed by Doctoral School Committee. Any variation to the length of the thesis must be approved by the Director of Doctoral Studies in the School of Education and Social Work. The form prescribed by Doctoral School Committee is as follows:
### Award Title |

<table>
<thead>
<tr>
<th>Award Title</th>
<th>Award</th>
<th>Word Length</th>
<th>Summary Word Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Education</td>
<td>EdD</td>
<td>45,000 words</td>
<td>600 words</td>
</tr>
<tr>
<td>Doctor of Social Work</td>
<td>DSW</td>
<td>45,000 words</td>
<td>600 words</td>
</tr>
</tbody>
</table>

**Written declaration**

46. A student may not be awarded more than one degree for the same research thesis, or for a thesis containing significantly overlapping material. Students shall be required to make a written declaration:

(a) stating the extent to which the material in the thesis has already been submitted as part of formal assessment at this or any other University, and the award, if any, obtained as a result; and in such a case may be required to produce that original material;

(b) providing an assurance that the thesis has not been, and will not be, submitted in whole or in part to another University for any other degree, except as declared under (a) above, or in terms of re-submission at the University of Sussex.

Notwithstanding the declaration, the University may investigate to verify the statement should it deem this to be necessary. Should the University be dissatisfied with the outcome of any such investigation, it may decide to terminate the examination. The University reserves the right for Senate to rescind the award of a degree if it is proven that a student has submitted the same thesis, or a thesis which significantly overlaps in content, to another University for the award of a degree, subsequent to the award of the Sussex degree.

47. A student shall state, in a preface to the thesis, the sources from which the information has been derived and, if any part of the thesis results from joint work with other persons, the extent to which the thesis has drawn on the work of those others and the portion of the thesis which a student claims to be their own original work.

**Incorporation of published work**

48. Only material which is freely available for publication may be incorporated into work submitted for assessment. For work permitted to incorporate material not freely available for publication an embargo on consultation or restriction of access may be implemented by the Library for a specific duration and other conditions shall apply at the discretion of the Director of Doctoral Studies in the School of Education and Social Work who may permit the inclusion of materials not freely available for publication.

**Incorporation of a student’s published work**
49. A student may incorporate, as an integral part of their thesis, any of their work published before submission of the thesis, provided that the greater proportion of the work for the thesis has been carried out after registration for the degree and under supervision. Publications by a student relating to work described in the thesis may be submitted as supporting material.

Examination and Award

50. The thesis shall be assessed by at least one internal examiner and at least one external examiner, appointed by the Chair or Vice-Chair of a Professional Doctorate Examination Board.

51. A *viva voce* examination, a practical examination or a combination of both shall normally be an integral part of the examination.

Title of awards and programmes

52. The title of awards and programmes shall be determined by the Doctoral School Committee.

Submission of work for assessment

53. Work submitted for assessment shall:

(a) be written in English unless otherwise approved by Doctoral School Committee;

(b) be the student's own work except where other authors are acknowledged by a method acceptable to the examiners;

(c) become the property of the University which may deposit it in the University’s Institutional Repository or elsewhere and shall have the right to take copies of it and circulate those copies as it shall think fit.

Requirements for an award

54. A student shall be required to satisfy the examiners in one of the following:

(a) Master of Philosophy

For the award of the degree of Master of Philosophy, that the thesis makes an adequate original contribution to knowledge or understanding or is a valuable presentational interpretation of material put together in an original manner.

(b) Doctor of Education or Doctor of Social Work

For the award of the degree of Doctor of Education or Doctor of Social work, that the thesis makes a substantial original contribution to knowledge or understanding.
55. The examiners shall make a recommendation through the Professional Doctorate Examination Board to the Chair of the Doctoral School Committee, for approval on behalf of Senate, in respect of each student being recommended for an award.

56. The examiners shall recommend, for the award of the degree of Master of Philosophy, one of the following:

(a) that the Master of Philosophy be awarded unconditionally, or subject to corrections being made to the thesis;

(b) that the thesis be referred for major revision but the student be permitted to revise and resubmit the thesis for examination for Master of Philosophy a second time;

(c) that a student should fail and should not be permitted to revise and resubmit the thesis for examination.

57. The examiners shall recommend, for the award of the degree of Doctor of Education or Doctor of Social Work, either:

(a) that the Doctor of Education or Doctor of Social Work be awarded unconditionally, or subject to corrections being made to the thesis;

(b) that the thesis be referred for major revision, the student to have the choice, to be exercised within twenty-eight days of the formal communication of the result of the examination to a student, between (a) the opportunity to revise and resubmit the thesis for examination for the Doctor of Education or Doctor of Social Work degree or (b) to accept the award of the Master of Philosophy, either unconditionally or subject to corrections being made to the thesis;

(c) that a student registered for the Doctor of Education or Doctor of Social Work should fail the award but be awarded the Master of Philosophy, unconditionally or subject to corrections being made to the thesis;

(d) that a student registered for the Doctor of Education or Doctor of Social Work should fail the award but be permitted to revise and resubmit the thesis for examination for a second time, this time for the Master of Philosophy;

(e) that a student registered for the Doctor of Education or Doctor of Social Work should fail the award, but should have the choice, in exceptional circumstances only, to be exercised within twenty-eight days of the formal communication of the result to a student, to choose to revise and resubmit the thesis for examination for a second time for either the Doctor of Education or Doctor of Social Work or the Master of Philosophy;
(f) that a student should fail and should not be permitted to revise and resubmit the thesis for examination.

58. A student awarded the Doctor of Education, Doctor of Social Work or Master of Philosophy subject to corrections shall normally be permitted a maximum of six months in which to do so to the approval of the internal examiner.

59. A student permitted to revise and resubmit the thesis for examination for a second time shall normally be required to do so within a further year.

60. The examiners shall recommend, for a student permitted to revise and resubmit the thesis for a second examination for the award of the Doctor of Education or Doctor of Social Work, either:

(a) that the Doctor of Education or Doctor of Social Work be awarded, unconditionally or subject to corrections being made to the thesis;

(b) that a student should fail the Doctor of Education or Doctor of Social Work but be awarded the Master of Philosophy, unconditionally or subject to corrections being made to the thesis;

(c) that a student should fail and should not be permitted to revise and to resubmit the thesis for further examination.

61. The examiners shall recommend, for a student permitted to revise and submit the thesis for a second examination for the award of the Master of Philosophy, either:

(a) that the Master of Philosophy be awarded unconditionally or subject to corrections being made to the thesis;

(b) that a student should fail and should not be permitted to revise and to resubmit the thesis for further examination.

62. Once a student has submitted the thesis for re-examination, the student will not be able to revert to the original offer made by the Professional Doctorate Examination Board after the examination.

63. The procedure to be followed in the event of failure by the examiners to reach a joint recommendation as to the result of the examination shall be determined by Doctoral School Committee.

64. No thesis shall be examined more than twice under these Regulations except as may be determined by the Research Degree and Professional Doctorate Appeals Board.

Withholding of award

65. Where a student is in arrears with the payment of any dues to the University or to an affiliated institution, including fees, fines or other charges, the
University reserves the right to withhold an award and to withhold any recommendation for an award or recognition of study by any accrediting or validating body.

Exit Awards for those who complete the taught component only

66. The Professional Doctorate Examination Board shall have authority to recommend the following awards to candidates who withdraw from a professional doctorate programme having successfully completed Phase 1, or Phases 1 and 2:

(a) those who successfully complete Phase 1, having been awarded the required number of credits (100 D Level credits), shall qualify for the award of Postgraduate Certificate in Educational Research and Evaluation or Postgraduate Certificate in Social Work Research and Evaluation.

(b) those who successfully complete Phases 1 and 2, having been awarded the required number of credits (200 D Level credits), shall qualify for the award of Master of Arts in Educational Research and Evaluation or Master of Arts in Social Work Research and Evaluation.

Coursework Appeals

67. There is no right of appeal in the University against the academic judgement of the duly appointed examiners.

68. A student shall have the right to appeal against a decision of the subject Examination 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) an individual assessment result.

This includes the right to appeal against decisions made under regulations relating to penalties imposed for non-submission or late submission of work.

69. The grounds for an admissible appeal shall be one or more of the following allegations:

(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 were procedural irregularities (including administrative error) in the conduct affecting the outcome of the examination, or the processing of marks or grades;

(c) that there exists evidence of prejudice or of bias on the part of an examiner.

70. Senate shall appoint an Appeals Board and procedures governing the conduct of appeals shall be set down by the Appeals Board. The composition of the 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 Appeals Board shall be:

(a) to oversee matters of policy and procedure relating to appeals which are lodged by students on taught programmes;

(b) to receive an annual report on the conduct of taught programme appeals;

(c) to report on, and make recommendations in respect of appeals matters to Senate, via Teaching and Learning Committee.

71. Members of the Appeals Board shall form themselves into Appeals Panels for the purpose of examining appeals allegations. An Appeals Panel shall normally consist of four members of the 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 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 a Chair and two academic faculty members of the 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.

72. Nominees of the Registrar & Secretary shall act as Secretaries of the Appeals Board and the Appeals Panels and shall attend their meetings.

73. To lodge an appeal, a written submission to the Registrar & Secretary must be received in the Registrar & Secretary’s office within twenty-one days of the publication of the decision against which the appeal is made, and stating the grounds of the appeal. Subsequent to lodging an appeal, the appellant may be required to complete a standard pro-forma, in a format prescribed by the Appeals Board.

74. The Appeals Board shall define a mechanism to determine whether appeals are admissible, in terms of being:
(a) received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit); and

(b) that the grounds of the appeal are admissible according to regulation 69 above.

75. Where an appeal is determined to be admissible it shall be considered by an Appeals Panel, in one of these ways:

(a) where the appeal appears to be readily decidable in favour of the appellant on the basis of the evidence available, an Appeals Panel may reach a decision without the need for a hearing;

(b) otherwise, the appeal will be examined at a hearing, at which the appellant shall have the right (though not the obligation) to attend, and the Appeals Panel shall be entitled to ask (but not require) the student to attend, to provide further information.

76. An appellant who attends an Appeals Panel hearing shall be entitled to be accompanied by a person of their choice, who may represent him or her. If the appellant wishes to be so accompanied or represented, they shall inform the Registrar & Secretary accordingly at least one working day in advance of the time of the hearing and shall at that time also supply the name of that person.

77. 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.

78. The Appeals Panel, whose decision shall be final, shall either:

(a) arrange for the appellant and the relevant Examination Board to be informed that the appeal is not upheld and that the decision of the Board should not be altered; or

(b) uphold the appeal and determine a remedy appropriate in the circumstances, and inform the appellant and the Examination Board accordingly.
Research Appeals

79. Procedures for complaint and redress during the study period shall be set out in a statement approved by Doctoral School Committee. The alleged inadequacy of supervisory or other arrangements during the period of registration shall not constitute grounds for an appeal unless there are exceptional reasons for the information not having come to the attention of the examiners until after the examination.

80. The grounds for appeal shall be one or more of the following allegations:

(a) that there existed circumstances affecting the student's performance of which the examiners had not been made aware when their decision was taken and which could not have reasonably been presented to the examiners;

(b) that there were procedural irregularities in the conduct of the examination (including administrative error) of such a nature as to cause reasonable doubt whether the examiners would have reached the same conclusion had they not occurred;

(c) that there is evidence of prejudice or of bias on the part of one or more of the examiners.

81. The procedures for the submission of appeals against the decisions of the examiners, on grounds other than their academic judgement, shall be:

(a) an appeal shall be submitted in writing to the Registrar & Secretary, with supporting evidence, no later than twenty-one days after the publication of the result;

(b) a determination will be made as to the admissibility of the appeal, in accordance with procedures laid down by the Appeals Board, in terms of the appeal being:

(i) received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit); and

(ii) that the grounds of the appeal are admissible according to regulation 80 above.

(c) admissible appeals shall be referred to the Research Degree and Professional Doctorate Appeals Board;

(d) the Research Degree and Professional Doctorate Appeals Board shall conduct a hearing, at which the appellant shall have the right (though not an obligation) to attend. The Supervisor shall have the right to attend. The Research Degree and Professional Doctorate Appeals Board shall be entitled to ask (but not require) the appellant to attend to
provide further information. The Board shall have the right to require
the supervisor to attend the meeting. The appellant shall have the right
to request that the supervisor may or may not attend the hearing jointly
with the appellant. The Research Degree and Professional Doctorate
Appeals Board shall have the right to invite any other person to attend;

(e) an appellant who attends a Research Degree and Professional
Doctorate Appeals Board hearing shall be entitled to be accompanied
by a person of their choice, who may represent him or her in addition to
the supervisor. If the appellant wishes to be so accompanied or
represented, they shall inform the Registrar and Secretary accordingly
at least five working days in advance of the time of the hearing and
shall at that time also supply the name of that person. If the appellant
wishes the supervisor to be present with the appellant, they shall
inform the Registrar and Secretary at least five working days in
advance of the time of the hearing;

(f) after the Research Degree and Professional Doctorate Appeals Board
hearing has been presented with the evidence in the case, all persons
other than the Board and its officers shall withdraw while the Board
considers its decision in private. The Research Degree and
Professional Doctorate Appeals Board will normally invite the appellant
(and the person accompanying him or her) to return to hear its
decision. However, the Research Degree and Professional Doctorate
Appeals Board reserves 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 Research Degree and Professional
Doctorate Appeals Board at the time of the hearing, in which case a
specific reason for needing the additional time will be given to the
appellant;

(g) the Research Degree and Professional Doctorate Appeals Board shall
determine whether the case presented constitutes grounds for
reconsideration and, if so, institute such steps as it considers
appropriate in the circumstances.

82. There is no right of appeal against a decision of the Research Degree and
Professional Doctorate Appeals Board or against the outcome of any process
of reconsideration instituted by that Board.

Deposit of Thesis

83. A student awarded a degree shall:

(a) deposit two copies of the approved thesis with the University. One copy
shall be bound in the style approved by Doctoral School Committee.
The other shall be submitted in electronic format as prescribed by the
Student Progress and Assessment Office. Both copies shall become
the property of the University. Subject to any embargo or restriction of access to published work, the copy in electronic format shall be deposited in the University’s Institutional Repository and made available for wider public access by appropriate means. Graduation will be subject to the receipt of one bound and one electronic copy of the thesis;

(b) duly complete all necessary authorisations required by the British Library to lend, photocopy and sell copies of the thesis without further reference to the author.

84. In the case of a student not awarded a degree the University shall retain one copy of the thesis which shall become the property of the University.
Regulations for Higher Research Degrees

1. These Regulations apply to the degrees of Doctor of Laws, Doctor of Letters, Doctor of Music and Doctor of Science.

2. A Higher Research Degree may be awarded only to candidates who are deemed by Senate, on the recommendation of one of its authorised sub-committees, to have made distinguished contributions to the advancement of learning.

3. The following shall be eligible to make application for a Higher Research Degree:

   (i) graduates of the University;

   (ii) members of the permanent faculty of the University who have been on the faculty for more than two years.

Provided that, with the exception of members of faculty referred to in (ii) above who are not graduates, the applicants have been admitted to a Bachelor's degree not less than nine years previously, or to a Master's degree not less than eight years previously, or to the degree of Doctor of Philosophy not less than four years previously.

4. An application for a Higher Research Degree must be based, either wholly or to a substantial extent, on original published work carried out by the candidate. If the candidate desires to submit work which they have done in co-operation with others, they shall include in their application a written statement indicating precisely the share which they personally have taken in the work.

5. The work or works submitted for the degree must not have been submitted for a Higher Research Degree in any other University, and a declaration to this effect must be submitted by the candidate along with their application.

6. An application for a Higher Research Degree may be submitted at any time. Applications must be made in writing to the Registrar & Secretary, and must include a list of the works on which the candidate bases their application.

7. If Senate or one of its authorised sub-committees accepts the application, the candidate will be required to submit to the Registrar & Secretary three copies of each of the relevant published works, and to pay the prescribed fee.

8. Senate or one of its authorised sub-committees shall then appoint two or three examiners, at least one of whom must not be a member of the faculty of the University; provided that if the application is made by a member of the faculty of the University, Senate, or one of its authorised sub-committees may decide that no examiner shall be appointed from among the members of the faculty of the University.
9. Before making their report, the examiners may enter into discussions with the candidate about the work submitted.

10. After considering the report from the examiners, Senate or one of its authorised sub-committees shall recommend to Senate which degree, if any, shall be awarded to the candidate.

11. One copy of the work or works submitted by a successful candidate shall be retained in the University Library and will become the property of the University.
Regulations for the Award of Honorary Degrees

1. The Honorary Degrees Committee should consist of:

   - the Vice-Chancellor (Chair);
   - Chair of Council;
   - two independent members of Council;
   - the Deputy Vice-Chancellor;
   - four members of the permanent academic staff appointed by Senate, of whom two should be Professors and two members of the non-professorial academic staff (each should serve for three years);
   - the President of the Students' Union.

2. The powers of the Committee are:

   (a) to recommend to Senate and Council:

      (1) whether or not honorary degrees should be awarded in any one year;
      (2) if they are to be awarded, the approximate number of them;
      (3) to whom they should be awarded;
      (4) awards jointly with other institutions of higher education;
      (5) joint awards with the University of Brighton on the recommendation of the Brighton and Sussex Medical School Joint Board;

   (b) to award Fellowships.

3. The Committee should meet as occasion may require, and at least once a year (probably in November) to consider the above matters.

4. The Registrar & Secretary should invite nominations from each member of Senate and Council and the President of the Students’ Union a month before the date of the Committee's annual meeting. The Chair should at the same time invite the President of the Students' Union to discuss the matter with him or her should the President wish or do so.

   In addition it should be understood that nominations may be sent to the Chair of the Committee at any time of year by any member of the University. It should also be understood that the Committee will not necessarily attach more weight to nominations supported by large numbers of signatures than to those submitted by individuals.

5. The Chair should report to the Committee all the nominations they have received since its last meeting. The Committee should consider these, as well
as other names, which need not necessarily have been submitted in advance of the meeting.

6. If the Committee decides to recommend any person for the award of an honorary degree, the Chair should write to the persons concerned, in confidence, telling them that proposals would be made to Senate and Council that they should be awarded an honorary degree, and asking them if they would be willing to accept the degrees and present themselves for the awards on the dates fixed for the graduation ceremony.

7. The Committee’s recommendations in regard to those candidates who reply favourably should be reported to Senate and Council, who should be reminded that discussion of the recommendations in detail would vitiate the effective functioning of the Committee, and that Senate and Council approval should therefore be withheld only in very exceptional circumstances. The Committee should also indicate to Senate and Council the number of nominations considered by the Committee in the year in question.

8. In extraordinary cases where there are reasons which make it necessary to act quickly in offering an honorary degree to a distinguished person (e.g. one who may be only temporarily in this country), the Committee should have power to recommend the award of an honorary degree, and in such cases if there is insufficient time for the Senate and Council to meet, the respective Chairs should have power to approve the recommendation on behalf of the two bodies.
Regulations Relating to Academical Dress

For all occasions where academical dress is to be worn the Full Dress robes as prescribed are to be used unless otherwise stated.

1. **Undergraduate Certificate, Undergraduate Diploma, Foundation Degree, Graduate Certificate, Graduate Diploma**

   *Full Dress*

   Gown: of black cloth, with a cut-away collar and a yoke rounded at the bottom, the gown being pleated round this yoke. The sleeves to be bell-sleeves of moderate length with very sharply pointed ends, with a wide but not long vertical opening halfway down their length for the passage of the arms.

   Hood: black outer self lined and cowl edge bound 75mm (3") in scarlet satin. Plain black neck band that is self lined black.

   Hat: a black square cap (mortarboard).

2. **Bachelor of Arts, Bachelor of Engineering, Bachelor of Science, Bachelor of Laws, Master of Computing, Master of Chemistry, Master of Engineering, Master of Mathematics and Master of Physics**

   *Full Dress*

   Gown: of black cloth, with a cut-away collar and a yoke rounded at the bottom, the gown being pleated round this yoke. The sleeves to be bell-sleeves of moderate length with very sharply pointed ends, with a wide but not long vertical opening halfway down their length for the passage of the arms.

   Hood: black outer self lined and face inside fully lined in scarlet satin. Plain black neck band that is self lined black.

   Hat: a black square cap (mortarboard).

2.1. **Validated programmes (Bachelor awards)**

   *Full Dress*

   Gown: of black cloth, with a cut-away collar and a yoke rounded at the bottom, the gown being pleated round this yoke. The sleeves to be bell-sleeves of moderate length with very sharply pointed ends, with a wide but not long vertical opening halfway down their length for the passage of the arms.
Hood: black outer self lined and face inside fully lined in scarlet satin. Plain black neck band that is self lined black.

Hat: a black square cap (mortarboard).

2.2. Validated programmes (Undergraduate Certificate and Undergraduate Diploma, Foundation Degree, Graduate Diploma)

Full Dress

Gown: of black cloth, with a cut-away collar and a yoke rounded at the bottom, the gown being pleated round this yoke. The sleeves to be bell-sleeves of moderate length with very sharply pointed ends, with a wide but not long vertical opening halfway down their length for the passage of the arms.

Hood: black outer self lined and cowl edge bound 75mm (3") in scarlet satin. Plain black neck band that is self lined black.

Hat: a black square cap (mortarboard).

2.3. Validated programmes (Master of Arts, Master of Business Administration, Master of Laws, Master of Music, Master of Research, Master of Science)

Full Dress

Gown: of black cloth, with cut-away collar and yoke in the form of a double bracket, gathered below and at the shoulders. Black grosgrain facings in front. The gown length to be below the knee. Sleeves to be as long as the gown, panelled (i.e. square and sewn up below the arms), with broad square flat ends, with a broad but not long vertical opening halfway down for the passage of the arms.

Hood: black outer fully lined in dove grey. Plain black neck band that is self lined black.

Hat: a black square cap (mortarboard).

3. Bachelor of Medicine Bachelor of Surgery (BMBS) in the Brighton and Sussex Medical School

Full Dress

Gown: of black cloth, with a cut-away collar and a yoke rounded at the bottom, the gown being pleated round this yoke. The sleeves to be bell-sleeves of moderate length with very sharply pointed...
ends, with a wide but not long vertical opening halfway down their length for the passage of the arms.

Hood: black outer self lined and face inside lined in 125 mm (5") Chalky Blue and 25 mm (1") Moss Green satin. Plain black neck band that is self lined black.

Hat: a black square cap (mortarboard).

4. Bachelor of Science (BSc) in the Brighton and Sussex Medical School

Full Dress

Gown: of black cloth, with a cut-away collar and a yoke rounded at the bottom, the gown being pleated round this yoke. The sleeves to be bell-sleeves of moderate length with very sharply pointed ends, with a wide but not long vertical opening halfway down their length for the passage of the arms.

Hood: black outer self lined and face inside lined in 125 mm (5") Moss Green and 25 mm (1") Chalky Blue satin. Plain black neck band that is self lined black.

Hat: a black square cap (mortarboard).

5. Postgraduate Certificate, Postgraduate Diploma

Full Dress

Gown: of black cloth, with a cut-away collar and a yoke rounded at the bottom, the gown being pleated round this yoke. The sleeves to be bell-sleeves of moderate length with very sharply pointed ends, with a wide but not long vertical opening halfway down their length for the passage of the arms.

Hood: black outer self lined and face inside 75mm (3") in dove grey.

Hat: a black square cap (mortarboard).

5.1. Validated programmes (Postgraduate Certificate, Postgraduate Diploma)

Full Dress

Gown: of black cloth, with a cut-away collar and a yoke rounded at the bottom, the gown being pleated round this yoke. The sleeves to be bell-sleeves of moderate length with very sharply pointed ends, with a wide but not long vertical opening halfway down their length for the passage of the arms.
Hood: black outer self lined and face inside 75mm (3") in dove grey.
Hat: a black square cap (mortarboard).

6. **Master of Arts, Master of Fine Arts, Master of Business Administration, Master of Laws, Master of Music, Master of Research, Master of Science, Master in Teaching and Learning**

*Full Dress*

Gown: black outer fully lined in dove grey. Plain black neck band that is self lined black.
Hood: black outer fully lined in dove grey. Plain black neck band that is self lined black.
Hat: a black square cap (mortarboard).

For degrees *honoris causa*

When any of these degrees has been awarded *honoris causa*, as for the honorary Doctors’ special gowns in gamboge, but with no coloured shoulder ribbon.

7. **Joint Masters’ Degrees with University of Brighton**

*Full Dress*

Gown: as for Masters’ degrees.
Hood: of black alpaca lined with dove grey; edged with gold and red.
Hat: as for Masters’ degrees.

8. **Master of the University**

*Full Dress*

Gown: as for the Honorary Doctor of the University’s full dress gown, but of black material with red silk collar and lapel facings and no shoulder ribbon.
Hood: no hood is worn.
Hat: a black cloth Tudor Bonnet with cord and tassels of gold silk.

9. Master of Philosophy and Master of Philosophy (Development Studies)

Full Dress

Gown: as for Masters’ degrees.

Hood: of black alpaca lined with dove grey and with a one inch wide band of scarlet over the dove grey lining; this band not to form an edging but to be set in from the inside edge of the hood so as to allow approximately 5mm of the dove grey to appear between it and the edge of the hood.

Hat: a black square cap (mortarboard).


Full Dress

Gown: traditional Doctors’ style in scarlet panama wool with facings of, and sleeves lined in blue.

Hood: scarlet panama wool outer self lined and cowl edge bound in blue satin.

Hat: a black cloth Tudor bonnet with cord and tassels in scarlet.

11. Honorary Doctorate

Full Dress

Gown: a panama wool gown, of exactly the same shape as the Masters’ gown but whole to be gamboge in colour, and instead of a cut away collar to have a collar high and upstanding at the back coming down to join the facings in the front. On the right shoulder the award differentiated by coloured shoulder ribbons in accordance with the following scheme:

- Doctor of Laws: Red
- Doctor of Letters: Blue
- Doctor of Music: Oyster White
- Doctor of Science: Green
- Doctor of Philosophy: Purple
- Doctor of Education: Forest Green
- Doctor of Social Work: Grey

Hood: no hood is worn.
Hat: a black velvet pileus hat with the button on the pileus to be gamboge in colour.

12. **Honorary Doctor of the University**

*Full Dress*

Gown: to be the same shape as the honorary Doctor of Laws gown, but of red material with blue silk collar and lapel facings and no shoulder ribbon.

Hood: no hood is worn.

Hat: a black cloth Tudor Bonnet with cord and tassels of gold silk.

13. **Joint Degree of Doctor of Philosophy of the University of Brighton and the University of Sussex**

*Full Dress*

Gown: a claret panama robe with sleeve cuffs of dark blue. The facings being dark blue with an edging of moss green and chalky blue.

Hood: a claret full shaped hood with rounded corners lined in dark blue and edged inside the cowl one inch of light green and one inch of light blue. The neck band is lined and edged with dark blue.

Hat: a black cloth Tudor bonnet with a light green and light blue cord and tassel.

14. **Joint Degree of Doctor of Medicine of the University of Brighton and the University of Sussex**

*Full Dress*

For degrees *honoris causa*:

Gown: a scarlet gown with sleeve cuffs of yellow. The facings being yellow with an edging of moss green and chalky blue.

Hood: a scarlet full shaped hood with rounded corners lined in yellow and edged inside the cowl one inch of light green and one inch of light blue. The neck band is lined and edged with yellow.

Hat: a black velvet Tudor bonnet with a light green and light blue cord and tassel.
15. **Chancellor’s Award and University of Sussex Alumni Society Fellows**

Gown: the gown to be the same shape as the honorary Doctor of Philosophy full dress gown but purple in colour. Shoulder ribbons to be gamboge colour.

Hood: no hood is worn.

Hat: a black velvet pileus with a purple button.

16. **The Chancellor**

Gown: of black silk, like that of the honorary Doctors’ gowns, with a half train. Decorated round the lower edge of the yoke, on the sleeves above the arm-holes (where the decoration is to consist of three horizontal strips of gold silk each with three buttons and three tassels), below the arm-holes, and at the bottom of the sleeves, and the facings, and the hem, with gold braid.

Hat: a black square cap (mortarboard) with a band of gold braiding, and a button and gold tassel.

17. **The Vice-Chancellor**

Gown: of black brocade silk, with square yoke at the back into which are gathered the folds of the gown and sleeves; the sleeves being of cape shape with wide openings tapering to points and faced at cuff and round the edge with gold braid. The collar to be high and upstanding at the back as in the honorary Doctors’ gowns. The front of the gown turned back and edged with gold braid.

Hat: a black square cap (mortarboard) with a band of gold braiding and a gold button and tassel.

18. **The Senior Pro-Chancellor**

Gown: of black brocade silk, with square yoke at the back into which are gathered the folds of the gown and sleeves; the sleeves being of cape shape with wide openings tapering to points and faced at cuff and round the edge with gold braid. The collar to be high and upstanding at the back as in the honorary Doctors’ gowns. The front of the gown turned back and edged with gold braid.

Hat: a black velvet pileus with a thick band of gold braiding surrounding its base, with a gold button.
19. **The Treasurer**

Gown: of black brocade silk, with square yoke at the back into which are gathered the folds of the gown and sleeves; the sleeves being of cape shape with wide openings tapering to points and faced at cuff and round the edge with silver braid. The front of the gown turned back and edged with silver braid.

Hat: a black velvet pileus with a silver button.

20. **The Deputy Vice-Chancellor**

Gown: of black brocade silk, with square yoke at the back into which are gathered the folds of the gown and sleeves; the sleeves being of cape shape with wide openings tapering to points and faced at cuff and round the edge with silver braid. The front of the gown turned back and edged with silver braid.

Hat: a black square cap (mortarboard) with silver button and tassel.

21. **The Pro-Vice-Chancellors**

Gown: a silk damask robe of exactly the same shape as the Masters’ gown but the whole to be black in colour, and a cut-away collar coming down to join the facings in front and faced at cuff and round the edge with silver braid.

Hat: a black square cap (mortarboard) with silver button and tassel.

22. **The Heads of Schools**

The Heads of Schools wear their own academic gown and hood.

23. **The Registrar & Secretary and the Academic Registrar**

Gown: a silk damask robe of exactly the same shape as the Masters’ gown but the whole to be black in colour, and instead of a cut-away collar to have a collar high and upstanding at the back coming down to join the facings in front and faced at cuff and round the edge with silver braid.

Hat: black velvet pileus, with silver button.

24. **The Mace Bearer**

Gown: traditional macebearers’ style in deep royal blue grosgrain fully trimmed with silver lace.
Hat: a black velvet Tudor bonnet with cord and tassels of silver bullion.

25. **Staff Gown**

Gown: a midnight blue gown in the traditional Masters’ pattern.

Hood: no hood is worn.

Hat: a midnight blue square cap (mortarboard).
Library Regulations

The purpose of these Regulations is to safeguard the common interests of all Library users.

All persons are admitted on the understanding that they have read and agreed to observe the Library Regulations. Breach of these regulations could result in membership being suspended or withdrawn, formal disciplinary procedures invoked or other such penalty deemed appropriate by the Librarian.

The Librarian reserves the right to amend these regulations as appropriate.

1. **Membership**

1.1 All staff and registered students of the University of Sussex have automatic membership of the Library. Membership for staff ceases on termination of contract of employment.

1.2 Others who wish to use the Library for study or research may apply for external membership. Visitors may request an annual reference only pass. A charge will be levied for membership which includes borrowing facilities. Proof of identity, preferably Photo ID showing current postal address, will be required for all types of external membership, including day pass applications.

1.3 Members must produce a valid University ID or Library card each time they wish to enter the Library. Up to five cardless visits per staff/student member may be allowed each academic year. Any subsequent cardless visits will be at the discretion of the Librarian (or representative). Proof of identity will be required.

1.4 The Library should be notified immediately if a card is lost or stolen.

1.5 It is the Library member’s responsibility to ensure that the contact information held by the Library is correct. Members of the University should notify their School of any change in personal details. External members should inform library staff.

2. **Code of conduct**

2.1 The Library is intended to be a place for study. You must not disturb other Library users and should observe the silence rule in designated areas. Mobile phones should only be used in designated areas and must be switched to silent mode on entering the Library. Laptop computers used in silent zones must have the sound muted. If you disturb others you will be asked to leave.

2.2 If the security system is activated on leaving the Library, staff reserve the right to inspect personal belongings. Anyone found damaging or
stealing Library property will be subject to University disciplinary procedures or possible criminal prosecution. Library materials must not be marked or defaced in any way. Damaged items must be paid for. An administrative charge will be added to the replacement cost.

2.3 Eating and drinking (with the exception of bottled water) are not permitted except in designated areas e.g. the Library Cafe.

2.4 In the interests of other Library users study spaces and group study rooms must be left clean and tidy and all litter placed in the waste bins provided. The named individual booking a study room will be held responsible for ensuring this regulation is adhered to.

2.5 All visitors to the Library should make themselves aware of the nearest available fire exits and evacuate the building immediately upon hearing the fire alarm.

2.6 With the exception of assistance dogs, animals may not be brought into the library.

2.7 In the interests of Health and Safety you must not unplug, open or otherwise interfere with any electrical or other equipment located in the Library. When using a socket for personal equipment, care must be taken not to leave trailing cables. The Library accepts no responsibility for any damage caused to equipment whilst using the electrical supply.

2.8 You can expect Library staff to treat you with courtesy and respect. We expect our users to treat staff and fellow users with the same consideration.

2.9 The Library is a public building. Do not leave personal belongings unattended at any time. We do not accept responsibility for any loss or damage and reserve the right to remove unaccompanied items.

2.10 Photographs and video recordings must not be taken within the Library building without prior permission from the Librarian (or representative) and, if appropriate, individual Library users.

3. **Borrowing**

3.1 Loans and renewals may only be carried out on production of an ID/Library card.

3.2 The borrower is responsible for all loans on their ID/Library card. Lost, stolen or damaged items must be paid for. ID/Library cards are not transferable and must not be used by any person other than the registered member.
3.3 Borrowed items must be returned or renewed on, or before, the due date or a fine will be payable. Borrowing rights will be suspended as soon as an item becomes overdue or charges accrued reach £10. All fines must be paid within 28 days. For outstanding overdue items an invoice for the replacement cost plus a processing charge will be raised. This processing charge is non-refundable and all fines accrued remain payable. Any loan may be recalled before the due date if required by another user. This applies during term and vacation times.

3.4 Communications will normally be sent by email. Users are expected to check their University email account for Library notices (personal email account for external members). The Library will not accept responsibility for the delay or failure of delivery of email or postal notices.

3.5 Individuals are responsible for ensuring that all outstanding loans and charges are cleared before their membership expires. Failure to do so may result in the withholding of an award and/or an invoice for the replacement cost plus a non-refundable processing charge being generated.

3.6 Some Library materials are unavailable for loan and may not be removed from the Library. These include journals, theses and general reference materials.

4. Copyright

4.1 Users of the self-service photocopying or scanning facilities in the Library must comply with copyright law and relevant licences, a summary of which is displayed near the photocopiers. Users making copies for commercial purposes should ensure that they are licensed, have paid a copyright fee or have the permission of the copyright owner to do so.

4.2 Audiovisual materials are to be used strictly for educational purposes only. They may not be shown to a fee paying audience and no unauthorised copies may be made.

4.3 Library users are reminded that the University’s Regulations for the Use of Computers and Computer Networks include guidance on the use of online resources.
Other Regulations Concerning the University Site and Buildings, Computing Regulations and Miscellaneous Administrative Regulations

I University Buildings

The following Regulations have been approved for all buildings, other than residences, in the ownership of the University or occupied by University units and for offices in residential buildings:

1. Visitors not accompanied by a member of the University must report in the first instance to the Porter's Desk or other designated reception point and, where required to do so, sign in.

2. Laboratories, lecture theatres, seminar rooms and other areas in which academic work is in progress may not be entered by visitors, staff or students without the permission of the member of faculty in charge.

3. All visitors, staff and students shall abide by any safety regulations in force, and shall not enter a Hazardous Area without the authority of the appropriate Person or their representatives or a valid permit to work.

4. No child under the age of 16 years shall be permitted to enter any Science building other than the main entrance/reception area or any other non-hazardous area designated by the appropriate Person. In non-Science buildings no child under the age of 16 years may enter any designated hazardous area. Children under the age of 16 must always be accompanied by an adult. Note: This regulation shall not apply in the case of authorised parties of visitors or where a child is taking part in research work approved by the Space Manager.

5. All persons entering or working in a laboratory shall, where so required, wear safety spectacles or prescription glasses.

6. All persons entering a building shall abide by any regulations promulgated by the appropriate Person.

7. Animals, other than assistive animals and such animals as are required specifically for academic purposes, are not permitted in University buildings. Animals that have previously (before 1 August 2003) been permitted in University buildings with the consent of the Head of School shall continue to be permitted provided owners obtain the written permission of their Head of School and a risk assessment for the handling of the animal whilst within University Buildings is carried out. Retrospective applications will not be considered.

8. Bicycles, motor bicycles and motor vehicles are not permitted to be brought into buildings unless specifically designated for that purpose.
9. Hazardous or noxious substances other than are specifically required for academic purposes are not permitted to be brought into buildings.

10. Furniture and equipment within a building may not be moved to another room or building except with the prior consent of the Building Controller.

11. The use of non-residential buildings as residences is not permitted.

12. Notices may be posted only in authorised places.

13. Private portable heating equipment is not permitted in University buildings without the approval of the Space Manager and without having been tested by a competent person for safety. Electric bar radiant heat fires, flame radiant fires, paraffin heaters and similar appliances are totally prohibited.

II The University Park

The following Regulations have been approved in respect of the open areas of the University Park:

1. Amplified speech or music is not permitted in the University Park.

2. Sales from mobile vending vehicles (e.g. ice-cream vans, hot-dog vans, etc.) are not permitted.

3. Tents and caravans are not permitted in the Park.

4. Living in vehicles is not permitted in the Park, including those areas designated for car parking.

5. Animals brought into the Park must be under proper control. All dogs must be kept on a lead and, in view of the risk of eye infection to children, persons in charge of dogs are requested to remove dog faeces deposited on mown grass areas.

6. Games likely to cause damage, or inconvenience to other persons, may not be played in Fulton Court or in or near any other similar open pedestrian area.

7. Litter must not be deposited in the Park or on roadways.

8. The Boiler House, Plant Rooms and Electrical Sub- Stations are out of bounds to unauthorised persons.

9. Climbing on the outside walls of buildings (except in the case of the Sportcentre Climbing Wall) or other similar structure is not permitted.
10. Notices may be posted only on designated notice boards and may not be affixed elsewhere, for example to trees, paving, or post boxes.

Note: In individual instances the Director of Estates & Facilities Management may approve exemption from the above requirements, but such exemption must be obtained in advance from the Director of Estates & Facilities Management in writing.

III Traffic and Car Parking

Preamble

The University roads are generally subject to the provisions of the Road Traffic Acts, including a speed limit and parking restrictions. Anyone committing an offence under these Acts may be liable to prosecution. The following regulations are supplementary to, and do not over-ride the provisions of these Acts.

1. Definitions

‘University Park’ means any land or buildings under the control of the University on its campus at Falmer, including those occupied by companies as tenants.

‘Motor vehicle’ means a mechanically or electrically propelled vehicle with two or more wheels.

‘Motorcycle’ means any two wheeled mechanically or electrically propelled vehicle with two wheels.

‘Motor-car’ means any mechanically or electrically propelled vehicle with three or more wheels.

‘Staff’ includes any person employed by the University or paid through the University payroll system.

‘Student’ includes any person enrolled for an award-bearing course of the University.

‘Associate’ includes any person with an on-going relationship with the University which entitles them to use certain university services.

‘Visitor’ includes any person other than staff, students or associates, with a bona fide reason for visiting the University.

‘Contractor’ means any person or firms that contracts to supply materials, labour or a service to the University and includes any firm or person sub-contracted to do so.
‘Disabled’ means any student, member of staff or visitor who for the purpose of these Regulations is formally acknowledged by the University to have particular transport difficulty by reason of infirmity or physical disability.

2. Traffic

2.1 No motor vehicle may be driven along University paths or in areas which are normally closed to motor vehicles or over any land not forming part of a road.

2.2 Motor vehicles within the University Park must at all times be driven with due care and consideration for all other vehicular and pedestrian traffic and for University property.

2.3 No motor vehicle may be brought onto the University Park unless:
   - it has a valid Road Fund Licence.
   - it has third party insurance cover required by law, in respect of vehicles used on public roads.
   - it is properly maintained and kept in good running order.

2.4 No person may use a motor vehicle on the University Park unless:
   - she/he holds a driving licence valid for the vehicle.
   - the insurance cover for the vehicle is valid for that person’s use of it.

2.5 Cyclists and users of motor vehicles must obey all traffic instructions and notices issued by University Security staff, Car-Park Control staff or other staff having the requisite authority.

2.6 All accidents involving damage or injury on a University road or in a car park must be immediately reported to the Security Office. In accidents involving injury the police must be notified.

3. Use and parking of bicycles

3.1 All bicycles parked in the University Park are parked at their owner’s risk and the University cannot accept liability for loss or damage.

3.2 Cyclists are required to observe and to comply with the regulations above concerning traffic movement in the University Park.

3.3 Bicycles do not require a permit or a pass to park.

3.4 Cycling on footpaths, other than those designated as cycle paths, and on grassed areas of campus is prohibited.
3.5 Bicycles should be parked in designated areas where bicycle stands are provided.

3.6 Bicycles may not be taken into or parked in buildings, or parked where they are liable to cause an obstruction e.g. secured to fences alongside walkways or at building entrances.

3.7 Bicycles found within buildings or causing an obstruction are liable to be removed and impounded without further notice. Security chains and devices will be cut if necessary. A charge may be levied for return of an impounded bicycle.

4. **Motor vehicle parking**

4.1 Motor vehicles parked in the University Park are parked there at their owners’ risk and the University cannot accept liability for loss or damage.

4.2 Motor vehicles may only be parked in areas designated for that purpose. Motor vehicles parked inconsiderately or in such a manner as to cause an obstruction may be towed away and impounded without further notice.

4.3 Motor vehicles parked on yellow lines or otherwise illegally on the roads subject to the Road Traffic Acts will be liable to a Fixed Penalty imposed by officials working on behalf of the Local Authority. Vehicles similarly parked on roads not subject to the Road Traffic Acts or in car-parks, including hashed lines marking loading and turning areas, will be towed away and impounded without further notice.

4.4 Only motor vehicles registered for use by a disabled person may be parked in the parking bays designated for disabled use. Motor vehicles parked inappropriately in such spaces will be towed away and impounded without further notice.

4.5 Motor vehicles must be parked within marked parking bays in the car parks. Large motor vehicles, such as motor caravans, vans and minibuses, exceeding the size of one parking space, may only be parked in the University Park with the express permission of the Director of Estates and Facilities Management.

4.6 Use of a motor vehicle parked in the University Park for overnight accommodation is prohibited.

4.7 All motor-cars parked in the University Park between the hours of 0900 to 1700, Monday to Friday, must display, on the front windscreen of their motor-car, a valid permit or pass to park and/or evidence of payment of the appropriate parking charge.
4.8 Parking charges are determined from time to time by Strategy and Performance Committee. Current charges are displayed on the Transport section of the University website, are also published elsewhere on campus from time to time and are available from the Transport Manager.

4.9 Students resident in University property on the University Park, in properties owned by the University in Falmer Village or in any property to which the University has nomination rights within one kilometre of Falmer House, are not permitted to park motorcars in the University Park unless

- the student has obtained exemption from this regulation. Applications for exemption must be made in writing to the Transport Manager.
- the student is disabled and this has been formally acknowledged by the University.
- the student has children living with them.
- the student is a residential advisor who has been granted exemption by the Director of Residential, Sport and Trading Services, acting on behalf of the Registrar & Secretary.

4.10 All staff, students (except those resident students not permitted to park under the terms of Regulation 4.9 above but including those exceptions noted) and associates of the University may apply for an annual University Permit to Park. Staff (except those on very small or occasional contracts) may pay for that permit by monthly deduction from salary, unless such charges are waived by the University (see charges for details).

Alternatively, staff, students and associates of the University may apply for a University pass to park, which must be supplemented by evidence of payment of the appropriate daily charge for parking. Charges appropriate for university users will be displayed in the car parks and will be notified to users at the time of issue of the pass.

4.11 All information provided to the University for the registration of motor vehicles and to obtain a parking permit or pass must be true and accurate. Responsibility for updating the information rests with the vehicle user. Falsifying of information may be a breach of the Disciplinary rules and may result in withdrawal of rights to park in the University Park.

4.12 Visitors to the University must purchase and display a valid pay-and-display voucher at the full external daily rate or display a visitor’s daily permit provided by the University School or Unit they are visiting, unless special event arrangements have been made e.g. for
conferences or Admissions/Open Days. In the latter case, Car-Park Control staff will direct appropriate visitors to the designated car parks.

4.13 Contractors must display the permit to park, allocated to them at the time of confirmation of contract or permit to work allocation or use the pre-arranged designated parking space.

4.14 University permit or pass holders are not permitted to use car parks or parking spaces that have been designated for visitors only or for a special event, contractor or conference. Such designated spaces will be clearly marked with notices. Motorcars found in these car parks and displaying a University permit or pass will be towed away and impounded without further notice.

4.15 All University car-park permits and passes remain the property of the University and may be rescinded by the Director of Estates and Facilities Management at any time.

4.16 Users of motorcycles must register their vehicles with the University but are not required to display a permit or pass to park. Motorcycles must be parked in spaces designated for motorcycle parking. Motorcycles parked inconsiderately or causing an obstruction are liable to be removed and impounded without further notice. Security chains and devices will be cut if necessary. A charge will be levied for return of an impounded motorcycle.

5. **Abandoned vehicles**

The Local Authority has statutory powers of removal and destruction of vehicles which are apparently abandoned. The University reserves the right in the case of any motor vehicle which (in the absolute discretion of the University) appears to be abandoned, with or without prior notice to the vehicle owner, to request the Local Authority to exercise its statutory powers. As a courtesy but not as a matter of obligation to the vehicle owner, the University may elect to affix a warning notice on the vehicle at least seven days prior to making any such request to the Local Authority. The University reserves the right to co-operate appropriately in any particular case with the Local Authority with regard to the exercise by the latter of its statutory powers.

6. **Penalties for infringement of the Regulations**

If the Regulations are broken one or more measures, explained below, will occur:

6.1 Warning notices – These are issued to bring a motor vehicle user’s attention to the fact that a Regulation has been infringed. There is no financial penalty. There is no appeal against a warning notice but if there is a dispute about the factual basis of the warning, any letter
noting such issues will be filed. Warnings relating to breaches of the rules that took place over 12 months ago or longer are removed from the record. Second warning notices may be affixed to the windscreen and may take time to remove.

6.2 Fixed penalties – These are issued following a breach of the Regulations and involve a financial penalty at a rate designated by the University Council. An appeal against a fixed penalty notice can be made in writing to the Registrar & Secretary, whose decision is final. Fixed penalty notices will only be issued after at least one warning has been given. Payment of University fixed penalty notices must be made within 28 days. Failure to pay a fixed penalty within that period will incur an additional administrative charge to convert the charge into a normal debt to the University.

6.3 Towing away and impounding of vehicles – Towing away and impounding of motor vehicles is reserved for occasions of inconsiderate, obstructive or dangerous parking. No prior notice will be given to vehicle owners or users. In order to recover the vehicle, the user will have to pay the tow-away charge plus an administrative fee to the University. The rate of the fee is determined by the University Council.

6.4 Serious breaches of the Regulations – Persistent or serious breaches of these Regulations, including tampering, alteration, duplication or forgery of permits, passes or pay and display vouchers will be dealt with under the University’s Disciplinary Procedures.

6.5 Withdrawal of rights to park in the University Park – The University reserves the right, at the discretion of the Director of Estates and Facilities Management, to withdraw parking privileges from any vehicle user and to request the return of parking permits or passes. An appeal against the withdrawal of parking privileges can be made in writing to the Registrar & Secretary, whose decision is final.

6.6 Vehicle immobilisation by wheel-clamping – Repeated infringement of the regulations by failure to display a valid Permit or Pass to park, or a valid receipt for payment at the external rate may result in the vehicle being immobilised by clamping. A release fee will be payable. The rate of the fee will be determined by the University Council.

IV Smoking Policy

1. The University is required to comply fully with the Smoke-free (Premises and Enforcement) Regulations 2006 and associated legislation. The overarching aim of this Policy is to encourage a sensible approach to smoking and to accommodate the views of both smokers and non-smokers. However, it is
recognised that smoking is detrimental to health and the University will encourage staff and students to cease smoking.

Policy Objectives

2.1 To achieve the above policy the University will:

- prohibit smoking in all University buildings and in areas adjacent to buildings where environmental tobacco smoke could cause a nuisance to occupants, except in designated residential study bedrooms;

- prohibit smoking in University vehicles in accordance with the Smoke-free (Vehicle Operators and Penalty Notices) Regulations;

- allow smoking in designated study bedrooms but not in any common area within residential buildings;

- require occupants of the study bedroom to cease smoking (if requested to do so) to allow work to be carried out (cleaning, maintenance, etc);

- designate external areas where smoking is allowed. This is to allow a sensible approach to be taken to controlling smoking and associated waste.

2.2 For full details of the policy see http://www.sussex.ac.uk/hso/

V Administrative Regulations

1. Students (other than part-time students not resident in the local area) must register under the National Health Service with a doctor in the University Health Service, or another doctor in the local area, by the end of the third week of their first term, and the name of the doctor with whom they have registered must be notified to the University Health Service by that date.

2. No member of the University may use the name of the University (e.g. in a published letter or other document) in such a way as to give the impression that the University supports the views expressed in the publication, or any activities of the member, without the permission of the Registrar & Secretary. Any such publication must bear the name of the person responsible for it.
VI Regulations for the Use of Computers and Computer Networks

1. Information Security Policy

1. It is the Policy of the University of Sussex that the information it manages shall be appropriately secured in order to protect the institution from the consequences of breaches of confidentiality, failures of integrity or interruption to the availability of that information.

2. These regulations, together with subsidiary policies and implementation documents, comprise the University’s Information Security Policy. It defines the framework by which the confidentiality, integrity, legality and availability of information within the University is ensured.

3. The Information Security Policy will be regularly reviewed by the Information Services Committee or another body set up by Information Services Committee for this purpose.

Scope

4. This policy is binding upon all users such as staff, students contractors, consultants, visitors and guests of the University when using University facilities, computers and/or networks, whether on site or via remote connections.

Implementation

5. Information Services Committee has the authority to authorise and renew this policy.

6. Information Services Committee may delegate specific responsibility for ensuring that the implementation documents and controls relating to information security are comprehensive, up to date and consistent with the law to another body set up for this purpose.

7. The Director of IT Services may authorise access to private information for operational reasons. Exceptionally, the Registrar and Secretary may authorise legal access to users’ private information to investigate suspected breaches of University Regulations or the law. Such actions will be reported annually in summary form to Information Services Committee. No one may access any other users’ private information without explicit permission or authority.

Responsibility

8. Users of University of Sussex facilities are responsible for protecting its information assets, systems and infrastructure. If you believe that information security has been compromised or is at risk you must inform the University by one of the methods outlined below.
9. University Officers, Heads of Schools, Directors of Professional Services Divisions and Section Heads are responsible for ensuring that all information in their area is managed in conformance with this Policy. Risk assessments of information systems must be carried out and recorded to determine the probability and impact of security failures and the mitigation undertaken.

**Discipline**
10. Students or staff who act in breach of this policy or who are negligent in their responsibilities to enforce it may be subject to disciplinary or capability procedures. In serious cases flagrant breaches of security policy may be grounds for exclusion from studies or for dismissal from employment.

**Contact**
11. All concerns about information security, whether or not communicated by other means, should be emailed to infosec@sussex.ac.uk or via the contact details at http://www.sussex.ac.uk/infosec/

**Policy, Implementation and Advisory Documents**
12. An up-to-date set of policy and supporting documents are available at http://www.sussex.ac.uk/infosec/

2. **Regulations for the Use of Information and Communication Technology**

**Introduction**
These regulations define University’s policy of acceptable use for Information and Communication Technology (ICT).

**Purpose**
The purpose of these regulations is to ensure that the University’s ICT systems are available for their primary purpose of supporting teaching learning and research. They also aim to reduce the risk of disciplinary or legal action by making users aware of the legisatory and regulatory framework in which the ICT systems must be used.

**Scope**
This policy applies to all users of ICT equipment such as staff, students, contractors, consultants, visitors and guests.

ICT facilities encompass (not exhaustively) Telephones, PCs, Macs, PDAs mobile telephones, wires and wireless (infrastructure), software databases, e-mail messaging, internet access, server access, owned, leased rented or otherwise provided when connected to the university infrastructure. For example, this means that if you use your own equipment connecting through the University network these rules will apply.

**Note on Privacy**
The University of Sussex respects the privacy and academic freedom of staff and students. The University logs the use and operation of ICT systems to assure system performance and integrity. These logs are monitored but not routinely inspected. Within the terms of the Policy for Institutional Access to Information within University ICT Accounts, Equipment and Networks, the University has the right to access communications and data within its ICT systems for business purposes and for preventing, detecting or investigating crime or misuse of the system.

**Acceptable Use**

University ICT systems are provided to support the advance of learning and knowledge through teaching and research. Occasional personal use that does not interfere with this primary purpose of the University is allowed.

Most users will be issued with an account as part of student or staff induction. Other accounts may be authorised for specific purposes. Passwords to accounts must be kept secret.

All hardware that uses the ICT systems must be registered here: [http://www.sussex.ac.uk/its/roaming/](http://www.sussex.ac.uk/its/roaming/) or installed by ITS or ICT staff.

**Unacceptable Use**

**Unlawful activity**

1. To access, create, change, store, download or transmit material which is threatening, offensive, defamatory, abusive, indecent, obscene or racist (other than in the course of properly supervised academic study and with the prior knowledge of the University).
2. Intellectual copyright infringement – such as copyright, trademark or patent.
3. Accessing, deleting, amending or disclosing data or data structures without permission.
4. Attempting to gain, or gaining, unauthorised access to ICT systems either within or external to the university.

**Actions which threaten the ICT infrastructure**

1. Introducing viruses onto the network.
2. Disrupting the network for example by activities such as port scanning, packet spoofing or denial of service attacks, or by excessive use of peer to peer applications (examples include Skype and Bit Torrent).
3. Actions which put the security of information systems at risk.
4. Wasting resources (time, networks or computers).
5. Sending unauthorised bulk mail or ‘Spam’ and/or falsifying the authorship.
6. Removing, damaging or tampering with any university ICT system.

**Other unacceptable actions**

1. Offsite access to corporate data in an insecure manner:
   (a) unsecured wireless links at home or internet cafes.
(b) devices not security patched and/or covered by current anti virus software.

2. Storing private University information (for example confidential business information or personal data that is covered by the Data Protection Act) on portable computers or portable storage media without encryption.

3. Unreasonable and excessive personal use that conflicts with the person's role in the University.

4. Using the network for commercial gain without prior permission of the Director of IT Services.

5. Not abiding by local rules relating to the area in which you are working/studying.

6. Sharing computer accounts or loaning accounts or passwords to other people.

7. The download, upload or use of unlicensed software (e.g. programs) or multimedia objects (e.g. movies, games, music) in breach of copyright.

8. Causing annoyance, inconvenience, offence, distress or nuisance to other users.

Sanctions

Unacceptable use will be dealt with in a graded manner:

Where infringements are minor, computer resolution will be used – for example; excessive use of peer to peer software may result in the speed of your network connection being substantially reduced until resolved. This action will be performed by computer and no employee of the University will become involved. Users may contact the ITS fault reporting service if they experience problems.

Where your actions put computing facilities at risk, your account and/or computing device could be suspended from the network, and your actions reported to your Head of School (students) or line manager (staff). The infringement may result in action being taken under staff or student disciplinary procedures as appropriate.

University policy is that criminal activity will be referred to the police.

VII Miscellaneous Regulations

Lists of and links to other policies, procedures, codes of practice and regulations may be found on the Governance Office website at: http://www.sussex.ac.uk/governance/policies