

## REGULATION 17: AWARDS TAUGHT AT AFFILIATED INSTITUTIONS AND VALIDATED BY THE UNIVERSITY

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### General

1. This Regulation applies to all courses validated by the University of Sussex and taught wholly at an Affiliated Institution.
2. In accordance with Article 10 of the Charter and in accordance with the Statutes, the University shall:
  - (a) grant and confer Degrees, Diplomas, Certificates and other academic distinctions to and on persons who shall have pursued a course of study approved by the University and shall have passed the examinations or other tests prescribed by the University; provided that all Degrees, Diplomas, Certificates and other academic distinctions so granted and conferred shall be held subject to this Regulation.
  - (b) on what the University shall deem to be good cause, to deprive persons of any Degrees or other distinctions conferred on them and to revoke any Diplomas or Certificates granted to them by the University.
3. The degrees, foundation degrees, diplomas, certificates, and other distinctions of the University shall be awarded by the authority of Senate on the recommendation of one of its authorised sub-committees.
4. The University reserves the right to apply a range of sanctions against students for academic debt, academic-related debt and non-academic related debt as set out in the University of Sussex Student Debt Policy.
5. The conferment of any degree, or the award of any foundation degree, diploma or certificate, may be revoked by Senate, provided that the individual circumstances of each such case shall be considered by Senate.
6. The power to interpret these Regulations shall be vested in Senate.
7. A student will be subject to the University's Policy on Exploitation and Commercialisation of Intellectual Property
8. 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.
9. In order to qualify for a first degree, a foundation degree, diploma, certificate or other distinction of the University, every student shall have:
  - (1) been registered in accordance with this Regulation relating to the particular degree or award;
  - (2) pursued the course of study prescribed by Senate, obtained the minimum credits required while registered for the degree or award and satisfied the examination requirements prescribed by Senate;

## **Admission and Registration**

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

### *Admission to a course*

11. A student shall not be admitted to a course unless they have:
  - (a) satisfied, or have been properly exempted from, the entrance requirements for the course;
  - (b) agreed to comply with the *Charter and Statutes*, and *Regulations* of the University.

### *Exemption from part of a course*

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

## **Attendance and Study**

13. Collaborative Provision Committee shall prescribe that each course is available only to full-time students, only to part-time students or to both.
14. The Affiliated Institution shall regulate the attendance and study of students in accordance with the criteria approved by Teaching and Learning Committee.

## **Course Structure**

15. The Affiliated Institution shall ensure that students on courses validated by the University shall be taught in accordance with the terms of the validation agreement relating to the course.
16. Teaching and Learning Committee shall prescribe the minimum numbers of credits required for each award.
17. For each course, Collaborative Provision Committee shall approve:
  - (a) the course structure and the curriculum;
  - (b) arrangements for student support;
  - (c) the progression, examination and assessment requirements;
  - (d) the appropriate learning environment.
18. Collaborative Provision Committee reserves the right to review or amend the prescribed course.

### **Academic Progress**

19. 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 course and the approved institutional regulations.

### **Examination and Award**

20. The titles of courses shall be approved by Collaborative Provision Committee.
21. The minimum credits to be achieved while registered for an award shall be determined by Teaching and Learning Committee.
22. 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*

23. Work submitted for assessment shall:
- (a) be written in English unless otherwise approved by the validation panel under the guidance of Teaching and Learning Committee;
  - (b) be the student's own work except where collaborative work is expressly permitted or other authors are acknowledged by a method acceptable to the examiners;
24. The Affiliated Institution shall ensure that students are examined in accordance with the arrangements and criteria for the course approved by Collaborative Provision Committee and with approved Institutional Regulations.
25. 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.
26. A student registered on a course 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 courses (and subsequently by Collaborative Provision Committee) an award in one of the following categories:
- (a) Pass
  - (b) Pass with Merit
  - (c) Pass with Distinction
27. A student registered on a course 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 course regulations, for either a Pass degree without Honours.

28. A student registered on a course 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
29. A student registered on a course 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
30. The University will confer an award on a student:
  - (a) who the Affiliated Institution has confirmed was a registered student for the course leading to the award and has satisfied the requirements of the course approved by Collaborative Provision Committee as leading to the award being recommended;
  - (b) in respect of whom the award has been recommended by an examination board convened, constituted and acting in accordance with arrangements approved by Collaborative Provision Committee.

The Affiliated Institution is required to provide to the University the relevant details of students who have satisfied the requirements in (a) and (b) above.

#### *Reassessment*

31. The relevant Examination Board shall prescribe any conditions and procedures for reassessment of a student who has failed the assessment for any module to be counted towards an award, within a framework of principles in relation to reassessment set down by Teaching and Learning Committee and approved by validation.

#### *Withholding of an Award*

32. The University reserves the right to withhold the award of any degree, diploma or certificate and to withhold any recommendation for any award or recognition of study by any accrediting or validating body from a student who is in arrears with their tuition fee debt or such fees are not being settled under an agreed payment plan. In all cases, irrespective of the level of academic debt, the student is entitled to receive the transcript of academic credit attempted.

## Appeals

33. There is no right of appeal in the University or in the Affiliated Institution against the academic judgement of the duly appointed examiners.
34. The procedures for the submission of appeals against the decisions of examiners, on grounds other than their academic judgement, shall be prescribed by Senate.
35. 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 course – 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.
36. 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.
37. 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 courses;
  - (b) to receive an annual report on the conduct of taught course appeals;
  - (c) to report on, and make recommendations in respect of appeals matters to Senate, via Teaching and Learning Committee.
38. 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.

39. Nominees of the Chief Operating Officer shall act as Secretaries of the Appeals Board and the Appeals Panels and shall attend their meetings.
40. Before lodging an appeal, the student must have exhausted the appeals procedures at the affiliated institution.
41. A written submission to the Chief Operating Officer must be received in the Chief Operating Officer'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.
42. 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 paragraph 35 above.
43. 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.
44. 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 Chief Operating Officer 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.
45. 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.

46. 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.

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