

**REGULATION 21: DEGREES OF MASTER OF ARTS, MASTER OF BUSINESS ADMINISTRATION (MBA), MASTER OF FINE ARTS, MASTER OF LAWS, , MASTER OF RESEARCH, MASTER OF SCIENCE, AND FOR POSTGRADUATE DIPLOMAS AND POSTGRADUATE CERTIFICATES, INCLUDING POSTGRADUATE CERTIFICATE IN EDUCATION (PGCE)**

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**General**

1. This Regulation applies to the **Master of Arts (MA), Master of Business Administration (MBA), Master of Fine Arts (MFA), Master of Laws (LLM), , Master of Research (MRes), Master of Science (MSc), , Postgraduate Diploma and Postgraduate Certificate**, including the **Postgraduate Certificate in Education (PGCE)**.
2. In accordance with Article 10(1) of the Charter and in accordance with the Statutes, the University shall:
  - (a) grant and confer Degrees, Diplomas, Certificates and other academic distinctions to and on persons who shall have pursued a course of study approved by the University and shall have passed the examinations or other tests prescribed by the University; provided that all Degrees, Diplomas, Certificates and other academic distinctions so granted and conferred shall be held subject to this Regulation.
  - (b) on what the University shall deem to be good cause, to deprive persons of any Degrees or other distinctions conferred on them and to revoke any Diplomas or Certificates granted to them by the University.
3. The degrees, foundation degrees, diplomas, certificates, and other distinctions of the University shall be awarded by the authority of Senate on the recommendation of one of its authorised sub-committees.
4. The University reserves the right to apply a range of sanctions against students for academic debt, academic-related debt and non-academic related debt as set out in the Student Debt Policy.
5. The conferment of any degree, or the award of any foundation degree, diploma or certificate, may be revoked by Senate, provided that the individual circumstances of each such case shall be considered by Senate.
6. The power to interpret this Regulation shall be vested in Senate.
7. The facilities available to full-time and part-time students shall be prescribed by Teaching and Learning Committee and by Performance Committee.
8. A student will be subject to the University's Policy on Exploitation and Commercialisation of Intellectual Property.
9. Any attempt to exploit commercially the University's intellectual property outside the terms of this Policy will infringe the University's rights and the University reserves the right to enforce its rights.

10. A student may be admitted to a Taught Masters degree who has complied with the Regulations, pursued a course of graduate study approved by the University and has obtained the minimum number of credits required to obtain the award.
11. The prescribed course of study shall be pursued either fully or partly in the University or an Affiliated Institution as defined in Schedule A to this Regulation.
12. For the purposes of this Regulation a fellow of the Institute of Development Studies shall be regarded as a member of the academic staff of the University.

### **Admission and Registration**

13. Every application for admission shall be submitted on the designated form.
14. A student shall be registered in a School of Studies of the University.
15. The School Teaching and Learning Committee shall prescribe that each course is available only to full-time students, only to part-time students, or to both.

#### *Entrance requirements*

16. The entrance requirements for a course shall be determined by the Pro-Vice-Chancellor (Teaching and Learning).

#### *Simultaneous Registration*

17. 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 Head of the relevant School of Studies.
18. A student shall not be permitted to register simultaneously for more than one award of the University without the permission of the Head of the relevant School of Studies.

#### *Exemption from part of a course*

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

#### *Admission to a course*

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

21. The relevant Course Selector shall have the authority to admit applicants meeting the normal entrance requirements for a course, in conjunction with the Chief Operating Officer (or nominee). Applicants not meeting the normal entrance requirements for a course may be admitted under the authority of the relevant Director of Teaching and Learning, in conjunction with the Chief Operating Officer (or nominee). In either case, the Chief Operating Officer's decision shall be final.

*Re-admission to a Course*

22. No student will be re-admitted to the University on a course of study of equivalent length, level or award to one they have previously failed or from which they have withdrawn or otherwise been required to leave, except with the express permission of the Chief Operating Officer (or nominee). Where permission is granted 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*

23. On completion of registration a student shall be entitled to receive a registration card which may be required at any time (including examinations) to be produced for the purpose of identification.

*Late Registration fee*

24. A late registration fee may be charged where a student does not register within four weeks of the start of the relevant term.

*Renewal of Registration*

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

*The Withholding or Withdrawal of Registration*

26. The University shall have the right to withhold or withdraw registration which may involve, *inter alia* (among other things), exclusion from sit or resit assessment from a student who:
- (a) is in arrears with the payment of tuition fees to the University or to an affiliated institution; or
  - (b) has failed to meet the academic requirements to continue on the course 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 Regulation 2 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 or
  - (g) has a visa status which is in conflict with the terms of University's licence as a visa-sponsoring organisation.
27. 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 course of study leading to an award of the University.

*Change in registration particulars*

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

**Attendance and Study**

29. No person may attend any course, including receiving supervision, unless registered for that course as a student.
30. A student shall be required to attend such academic and practical work and to perform such academic engagements as may be prescribed for the course concerned.
31. A student, unable by reason of illness, incapacitation or other emergency, to fulfil the attendance requirements, shall inform the Director of Student Experience or Course 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 Experience.
32. 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 Teaching and Learning Committee may determine.

*Withdrawal from the University*

33. A student who wishes to withdraw from the University before the completion of the course must give notice in writing to the Chief Operating Officer, 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*

34. A student may be permitted to withdraw temporarily from the University for a specified period under procedures determined by the Teaching and Learning 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.*

35. Teaching and Learning Committee has a Criminal Convictions Committee to consider such cases, and the Criminal Convictions Committee will first consider written evidence in reaching an initial recommendation.
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 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 Experience 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 Teaching and Learning Committee (via its Criminal Convictions Committee) and the Investigating Officer, conducting a disciplinary investigation under Regulation 2, to investigate a 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 7 working days.

### **Course Structure**

40. Teaching and Learning Committee shall prescribe the minimum numbers of credits required for each award.
41. For each new course, a Validation Panel for new courses, and subsequently the School Teaching and Learning Committee shall approve:
  - (a) the course structure and curriculum;
  - (b) arrangements for student support;
  - (c) the progression, examination and assessment requirements;
  - (c) an appropriate learning environment.
42. The relevant School Teaching and Learning Committee, may amend or add to the prescribed course of study in accordance with procedures approved by Teaching and Learning Committee.
43. Under procedures approved by Teaching and Learning 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*

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

*Title of awards and courses*

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

*Minimum Credits required while registered for an award*

46. The minimum credits to be achieved while registered for an award shall be determined by Teaching and Learning Committee.
47. For Courses comprising 120 credits or less approval may be sought for an extended period of registration where there are professional development or accreditation requirements. Approval will be subject to consideration of factors of currency of learning and an appropriate level of professional engagement across the period of extended study. Approval may be granted at validation, or subsequently by the appropriate School Teaching & Learning Committee, and reported to Teaching and Learning Committee.

*Maximum time allowed while registered for eligibility for an award*

48. 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*

49. Work submitted for assessment shall:
- (a) be written in English unless otherwise approved by the validation panel under guidance from Teaching and Learning Committee;
  - (b) be the candidate's own work except where collaborative working is expressly permitted or other authors are acknowledged by a method acceptable to the examiners;
  - (c) become the 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*

50. A student required to submit a project, a dissertation, a thesis or a portfolio of musical compositions:
- (a) shall work under the direction of a supervisor or supervisors appointed by the Head of School;

- (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.
51. 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*

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

*Categories of awards*

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

*Collusion, Plagiarism and Misconduct*

56. It shall be an offence for any student to be guilty of, or party to, attempting to commit or committing collusion, plagiarism or any other misconduct in an examination or work which is submitted for assessment. An examiner who has reason to believe that there may have been collusion, plagiarism or any other misconduct shall report the circumstances to the appropriate Academic Misconduct Panel Investigating Officer, who shall as soon as possible investigate the matter in such manner as may be appropriate, subject to any rules or procedures which may have been prescribed by Teaching and Learning Committee, provided always that the student shall be given reasonable opportunity to make representations.
57. 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.
58. Under procedures approved by Teaching and Learning Committee, the relevant Academic Misconduct Panel, having found a student guilty of misconduct, shall determine a penalty which may include disqualification from eligibility for the award or some other penalty including but not limited to, in the case of the award of a degree, a class of degree lower than that indicated by the student's academic performance. Students shall be informed of the outcome of the Academic Misconduct Panel's deliberations as quickly as possible. A student shall have the right to appeal.
59. 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.

*Termination of training*

60. Termination of training procedures may be invoked at any time during any part of a student's course of study, regardless of the source or location of the matter in question. The procedures will be invoked:
  - (a) Where 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*

61. 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*

62. A student who fails to satisfy the examiners at the second attempt shall not be permitted to retake an examination again for that award.

*Withholding of an award*

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

**Appeals**

64. There is no right of appeal in the University against the academic judgement of the duly appointed examiners.
65. 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 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 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.

66. 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.
67. 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.
68. 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.
69. Members of the Appeals Board may also form themselves into Appeals Panels for the purpose of examining appeals made under paragraph 65. 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.
70. The Appeals Board may also convene Appeals Panels for the purpose of examining appeals made under paragraph 67 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.
71. Nominees of the Chief Operating Officer shall act as Secretaries of the Appeals Board and the Appeals Panels and shall attend their meetings.

72. To lodge an appeal, a written submission to the Chief Operating Officer must be received in the Chief Operating Officer'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.
73. 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 66 or 67 above.
74. 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.
75. 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.
76. 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.
77. The Appeals Panel, whose decision shall be final, shall, in the case of an appeal under paragraph 65 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.

78. The Appeals Panel, whose decision shall be final, shall in the case of an appeal under paragraph 67, 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.

### **Fitness to Study**

- 79 Fitness to study is defined as fit to: benefit from the programme of study or research; participate and function largely independently in the university environment including in academic, residential, social, community activities. A student may be considered not fit to study if they cannot make academic progress without frequently disrupting the academic, social or normal business of the University, its staff and other students. This regulation also applies where continued attendance is likely to be detrimental to the health of the student. Under procedures approved by Senate, where a Fitness to Study Panel believes that a student is not fit to study, the Director or Deputy Director for the Student Experience (or nominee) may recommend to the Pro Vice Chancellor for Education and Students that the student be required to temporarily or permanently withdraw or that an applicant may be required to withdraw or defer admission.
80. Fitness to Study procedures also apply to students wishing to study abroad and to those going on placements.

### *Right of Appeal*

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

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

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

**Schedule A**

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

Croydon College  
Roffey Park Institute  
West Dean College

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