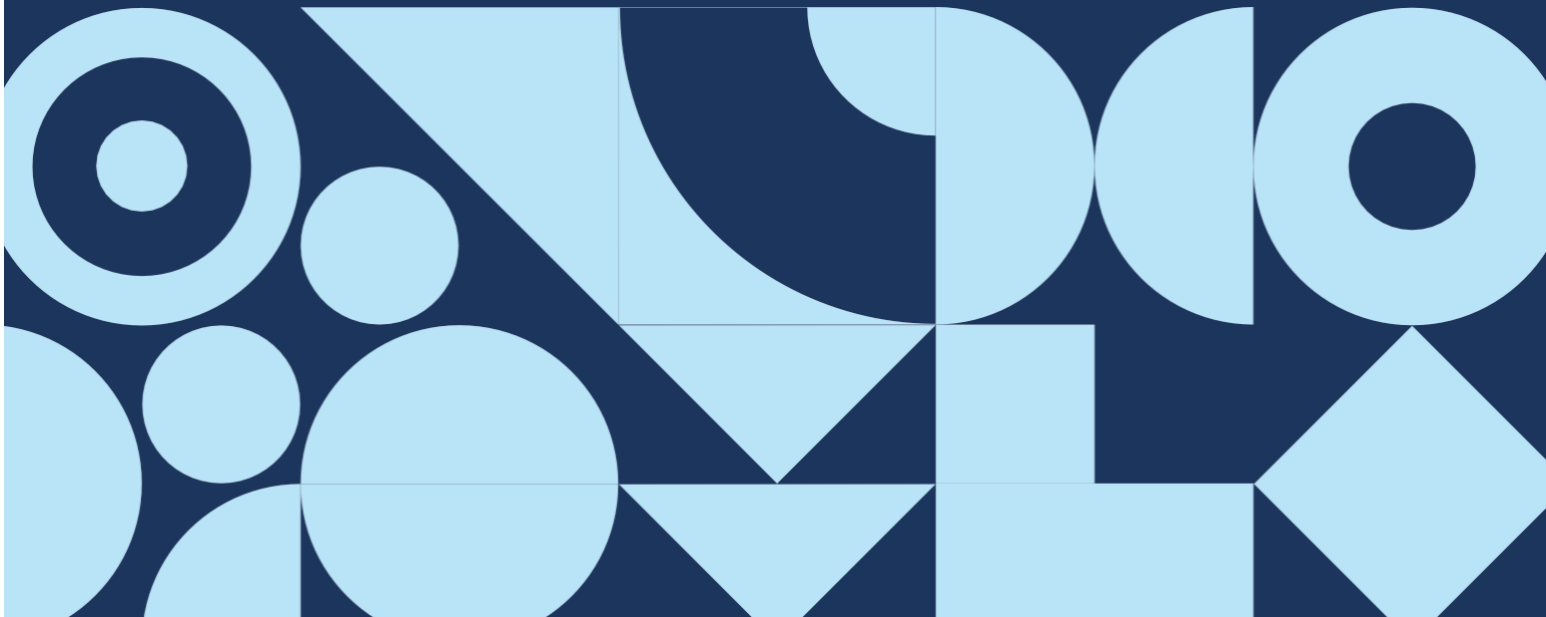




**Christ the  
Redeemer College**  
London

# **GENERAL ACADEMIC REGULATIONS - ACADEMIC YEAR 2024/25**



<b>Document Title:</b>	General Academic Regulations 2022/23
<b>Summary:</b>	This document defines the Academic Regulations for all taught programmes in Christ the Redeemer College, including undergraduate, postgraduate, BTEC, DET, NCFE programmes, for the 2022/23 academic year
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## **PART A: INTRODUCTION**

### **Section 1: Scope of the Regulations**

- A1.1 The General Academic Regulations (referred to as the Regulations), apply to all taught provision of Christ the Redeemer College.
- A1.2 These Regulations are approved annually by the Academic Board of Christ the Redeemer College, and comply with the guidelines of the Competition and Marketing Authority (CMA) and the Quality Assurance Agency for Higher Education (QAA) and the requirements of registration for the Office for Students (OfS).
- A1.3 The Regulations in force at any time shall be those for that academic year unless specified otherwise. When a student registers at the start of the academic year for a year of study, or partway through the academic year, the student shall sign up for the Regulations of that academic year.
- A1.4 When a student returns to study after a period of interruption of study ([suspension](#)) that student will be required to abide by the Regulations in force at the time of their return and will resume on the programme of study in operation at the point of return.

### Code of Discipline and Student Disciplinary procedure

- A1.5 All students are expected to abide by all College Regulations and Guidelines, which include all relevant policies, regulations, and guidelines, such as:
- Admissions Policy and Procedures
  - Safeguarding of Children and Vulnerable Adults Policy
  - Student Academic Integrity Policy
  - Code of Discipline and Student Disciplinary Procedures
  - IT Acceptable Usage Policy
  - Debt Management Policy
  - Academic Appeals Policy and Procedures
  - Student Complaints Procedures
  
  - Recognition of Prior Learning Policy (RPLP)
- A1.6 Students are expected to confirm that they have understood and will abide by such Regulations. Further details are provided within the [College's Terms & Condition as provided on the College website](#) and the student contract.
- A1.7 The College is committed to operating admissions processes that are fair, transparent, consistent and compliant with all the relevant legislation and regulations. Regulations regarding admission are administered by the Admissions Team.
- A1.8 All students are required to comply with the guidelines and codes of practice as required by their individual course of study, and in particular the following:
- Fitness to Practice Policy
  - Fitness to Study Policy and Procedures

- Dignity at Study Policy and Procedures
- Disclosure and Barring Policy

[Guidelines and policies can be viewed here.](#)

A1.9 The [Criminal Records Checks Policy](#) is in addition to the Disqualification by Association and the required Prohibition Checks for Staff and Students that includes the requirement by the College, to declare a 'relevant offence' which includes convictions, cautions, admonitions, reprimands and final warnings to enable the College to assess under the relevant admissions policy.

A1.10 Additional [programme](#) specific regulations may also apply to some professional programmes.

## **Section 2: Amendments to the Regulations**

A2.1 These Regulations are subject to revision as specified by the Academic Board of Christ the Redeemer College, Governmental, Professional, Statutory and Regulatory Body (PSRB) requirements.

A2.2 In the exceptional case of any changes made during an academic year, these changes will be communicated to all students and will be highlighted until the end of that academic year. Such changes may be made where the proposed changes are deemed to be beneficial to students. As much notice as possible will be provided for students already enrolled on programmes.

A2.3 For clarification of any element of these Regulations, students are requested to contact the Registrar: [bdaniel@christredeemer.ac.uk](mailto:bdaniel@christredeemer.ac.uk)

## **PART B: STUDENT RESPONSIBILITIES**

### **Section 1: Introduction to the VLE & Quercus**

- B1.1 Christ the Redeemer College's virtual learning environments include the [VLE](#) and [Quercus](#). It is a student's responsibility to regularly check the VLE as updates and changes to individual records will be accessible there. Students should also check their College email account regularly. Quercus is the student records system which is also available online.
- B1.2 The [VLE](#) and [Quercus](#) can be accessed from all computers on campus and also off campus via the CRC website, and any internet browser.
- B1.3 The VLE, Quercus and EBSCO (digital library) allow easy access to various learning resources and other CRC information by using College-provided login credentials. [Guidelines on how to access them can be viewed here](#).

### **Section 2: Student Details**

- B2.1 It is the responsibility of the student to ensure that all his/her details are accurate and that CRC is kept informed of any changes to address, emergency contact details and other information. This information is updated by using [Quercus](#).

#### **Change of Name**

- B2.2 Should a student require a different name on their award certificate, the College will require an appropriate form of evidence such as a certified copy of a birth entry or;
- Copy of public announcement
  - Statutory declaration
  - Marriage certificate or civil partnership certificate
  - Divorce decree absolute or final order
  - Change of name deed.
- B2.3 If the student wishes to use a pseudonym due to personal safety issues, a police report or other official notification will be required for verification.
- B2.4 In the case of transsexual/transgender students, a letter from the consultant or counsellor concerned will be required or a gender recognition certificate.

### **Section 3: College Email**

- B3.1 All email communication with the College should be made using the College's email. Students should check their College email account regularly and respond to emails in a timely fashion.

### **Section 4: Data Collection**

- B4.1 Christ the Redeemer College collects information about students in the normal course of its operations. This information is only used for business relevant to the College.

B4.2 Full information about the data that is held and how it can be accessed by staff or students provided within the College's [Data Protection Policy](#) and a statement about data protection is displayed on the College's Welcome webpages.

### **Section 5: Recording of Lectures**

B5.1 As part of the College's commitment to accessibility, the College encourages the recording of sessions in video and audio format. Sessions will be recorded via Teams and made available to all students within their cohort.

B5.2 Where a recording is to be made, all those present must be notified of the fact at the outset. For further details refer to the College's [Video and Audio Recording Policy](#).

B5.3 Where students module assessment involves recording (either by the student or the College) resultant media files may be used by the College on Teams or website. Students will be informed on the module details that:

'Your performance will be recorded for assessment and may also be used for promotional purposes by CRC. In taking this module you are agreeing to your image being used in these ways.'

B5.4 If the recording includes the audience, as well as the performing students, the audience must be informed before recording starts. If they do not wish to be recorded, they will be invited to sit where the recording will not cover them.

### **Section 6: Personal and Professional Behaviour**

B6.1 Students are expected to behave, at all times, in a manner appropriate to their position as students at CRC, and in line with the College's [Code of Discipline](#).

B6.2 Students are expected to act in a responsible and sensible manner to ensure their own safety and that of other persons who may be affected by their actions. Full information about Health and Safety at CRC are available on the College's [VLE](#)

B6.3 Students will develop effective working relationships with staff, their peers, students and anyone they encounter within their professional areas, in College and work-related settings/work placements, behaving with professional courtesy and respect in line with CRC policies. This includes all forms of communication and in particular electronic communication; all communication made using electronic means (including social media) should be both professional and appropriate.

### **Section 7: College Expected Conduct**

B7.1 All students are expected to conduct themselves with due regard for their legal responsibility as adults and for the good name and reputation of CRC, as detailed in the College's [Code of Discipline](#) document

B7.2 Students are expected to attend all scheduled sessions and to be both punctual and prepared for their classes.

- B7.3 Students are expected to engage in the group activities set; complete the directed timed activities and participate in their academic support tutorials.

### **Changes to Disclosure and Barring (DBS) Certificate**

- B7.4 Students must make the College aware of any circumstances that may affect their DBS or Disqualification by Association clearance and should be aware that any change may affect their programme of study.

### **Dress Code**

- B7.5 Appropriate professional dress will be expected to be worn on school placements / work placements.
- B7.6 On College campus there may be occasions when the covering of the face may not be deemed suitable; this may include one to one discussions with academic and professional support staff.

### **Identification Cards**

- B7.7 Staff and students are issued with identification cards on appointment or enrolment and are required to carry them at all times when on campus. Failure to produce a CRC identification card, when asked to do so by an authorised member of College staff, may result in the refusal of access to facilities and the inability to record your attendance.
- B7.8 Where appropriate, the College may require a student to provide ancillary visual proof of identity and, in the case of students wearing full head apparel they will be required to show their face to a member of staff of the same sex for confirmation of their identity.
- B7.9 A student may not pass their card to any other person. Use of a card by a person other than that indicated on the front could lead to disciplinary action.

### **CCTV Systems**

- B7.10 The College operates a CCTV system to protect staff, students and members of the public on the campus and in College buildings. In addition to being used for the prevention and detection of crime, CCTV footage may also be used in the course of disciplinary proceedings.

### **Telephone Calls**

- B7.11 Students may not use the College telephone service or fax facilities for incoming or outgoing calls, other than when expressly permitted by an authorised member of staff in connection with a project or placement, except in cases of extreme emergency.

### **Safety Regulations**

- B7.12 The College owes a duty of care to its students and staff and, as far as is reasonably practical, seeks to



ensure that the College is a safe place to work and study.

B7.13 Students are required to comply with reasonable instructions from any member of staff of the College and to observe the safety regulations of the College; these include the wearing of eye protection and overalls for certain types of work.

B7.14 Students are strongly urged to report all personal accidents to their tutor.

### **College Property**

B7.15 Students will be held liable for damage to College property and may be held responsible collectively for damage not traceable to an individual.

### **Illegal Drugs**

B7.16 The College takes all reasonable measures within its powers to discourage the use of illegal drugs amongst its students.

B7.17 Students are reminded that possession of illegal drugs is a criminal offence and that possession with the intent to supply is a more serious offence. It is also an offence to permit illegal drugs to be used on one's premises; thus the College would break the law if it permitted proscribed drugs to be used on the premises under its control.

B7.18 The College will inform the police of any student found to be using or in possession of any illegal drug (including cannabis) in any College owned or managed premises.

### **Alcohol**

B7.19 Students must report for studies, and remain throughout the working day, in a fit and safe condition to undertake their duties and not be under the adverse influence of alcohol.

B7.20 Students must not consume alcohol, drugs or other intoxicating substances during timetabled studies if doing so is likely to adversely affect the performance of their studies. Exceptions apply to drugs prescribed for the individual or over-the-counter medicines used for their intended purpose (in accordance with the instructions given by the prescriber, pharmacist or manufacturer) and where the safety of the individual or others with whom they come into contact is not compromised.

B7.21 Students whose timetabled studies involve driving, the use of machinery or hazardous chemicals, or who are required to work at heights or in confined spaces, should not partake of alcohol at all during the timetabled day.

### **Noise Disturbance and Games**

B7.22 The creation of disturbances or an obstruction is forbidden. Disturbances include the ringing of mobile telephones in lectures/tutorials, laboratories, open access rooms and the Library. The Library is a place for scholarly activity and study.

B7.23 The playing of ball games within the Site must be confined to the appropriate sports facilities.

### **Display of Posters**

B7.24 No notices or posters may be displayed or distributed on College premises without due authority.

### **Pointers**

B7.25 Students are strictly forbidden to use laser pointer pens on College premises, unless these are used for legitimate pedagogical reasons.

## **Section 8: Discipline**

B8.1 Any student studying or registered at the College will be subject to disciplinary measures if they are found to be guilty of a breach of Academic Integrity or General Misconduct, as detailed in the [Student Academic Integrity Policy](#).

B8.2 The College will take action in cases of General Misconduct where this interferes with the functioning or activities of the College or of those who work or study in the College; or constitutes action which otherwise improperly damages the College or its reputation in a professional or public arena.

B8.3 In particular, the following may constitute general misconduct, whether occurring on College premises or elsewhere:

- Conduct which constitutes a criminal offence
- Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the College or the College's partners
- Obstruction of, or improper interference with, the functions, duties or activities of any student or member of staff of the College or College's partners, or any visitor to the College
- Violent, indecent, disorderly, threatening, intimidating, offensive, disruptive or abusive behaviour/language to other students or members of staff of the College or College's partners, or any visitor to the College
- Accessing, disseminating or promoting extremist or terrorist material/information or activities
- Sexual, racial or other serious harassment of any student, member of staff of the College or College's partners or any visitor to the College
- Popularisation of extremist ideologists, in line with the Prevent Duty
- Fraud, deceit, or deception
- Theft, misappropriation or misuse of College property, or the property of the College's staff, students, visitors or partners, including computer misuse
- The dealing in or use of illegal or banned substances on College premises
- Misuse or unauthorised use of College or College's partners' premises
- Misuse of fire alarms or other health or safety equipment
- Damage to property of the College or College's partners, or the property of the College's staff, students or visitors, caused intentionally or recklessly
- Action likely to cause injury or impair safety on College or College's partners' premises
- Failure to respect the rights of others to freedom of belief and freedom of speech (as determined by the College's equality and diversity policies)
- Breach of the provisions of any College code, rule or regulation

- Obtaining a place to study at the College through deception
- Failure to disclose personal details to a member of staff of the College in circumstances in which it is reasonable to require that such information be given
- Failure to comply with a reasonable instruction relating to discipline, issued with the Vice-Chancellor's authority
- Action in contempt of the College's Students disciplinary procedure
- Conduct likely to bring the College into disrepute.

B8.4 The above list is not intended to be exhaustive. In the case of minor offences (such as minor breaches of the College's regulations, codes of conducts, minor cheating offences), the College management may use its discretion in invoking a local disciplinary procedure.

B8.5 Where offences are committed on the Licensed premises within the College, the regulations of the License will apply.

## **PART C: REGISTRATION**

### **Section 1: Enrolment**

- C1.1 All students are required to enrol with Christ the Redeemer College.
- C1.2 All full time and part time students entering Christ the Redeemer College at the start of the academic year will normally be required to register for one academic year's programme on initial registration and thereafter to register annually at the beginning of each new academic year.
- C1.3 All students commencing their programme of study at times other than the start of the academic year are required to register as soon as possible with Christ the Redeemer College and not later than the final date notified by Christ the Redeemer College.
- C1.4 If a student [withdraws](#) from their programme they will be liable to pay a percentage of their course fees dependent upon withdrawal date. 25% is payable at enrolment, a further 25% at start of January and remaining 50% at start of April, (for those enrolling at the start of an academic year).
- C1.5 All students will be requested to sign a payment fee acknowledgement letter to this effect. Should a sponsor or employer fail to undertake payment of fees, liability remains with the student.
- C1.6 Where one programme provides the accepted entry qualification for a further programme, no enrolment will be allowed on the further programme until the first is successfully completed.

### **Section 2: Duration of Registration**

<b>Programme</b>	<b>Expected duration of Registration</b>	<b>Maximum duration of Registration</b>
Full-Time Masters	1 year	3 years
Part-Time Masters (2 Years)	2 years	5 years
Part-Time Masters (3 Years)	3 years	6 years
Full-Time Undergraduate Degree	3 years	6 years
Part-Time Undergraduate Degree	5 years	8 years
Direct Entry to Level 6/Top Up	1 year	3 years
Short courses	One year (12 months) or less	3 years

- C2.1 For students who registered on [programmes of study](#) prior to the start of the 2019/20 academic year, interruption of study ([suspension](#)), either by the College or at the student's request, will automatically 'stop the clock' of the registration period.

- C2.2 For students who registered on [programmes of study](#) from the start of the 2019/20 academic year onwards, the maximum duration of registration shall be double the expected duration of registration plus one year.
- C2.3 [Transfer](#) to a new [programme of study](#), where no [credits](#) are transferred to the new programmes, registration is set to zero and a new duration of registration commences. Where [credits](#) are transferred, the duration of registration continues.
- C2.4 Where the duration of registration is longer than the expected duration of registration, there may be financial implications.

### **Section 3: Mode of Study (Full-time/ Part-time)**

C3.1 Students may be full-time or part-time, but may [transfer](#) between modes at different stages of their study, subject to the agreement of Christ the Redeemer College. A student's mode of study may also include blended/distance learning.

C3.2 The University will define, where required, the mode of study for an individual student. C3.3 All

taught students are subject to the same regulations regardless of mode of attendance. **Section 4: Module**

### **Registration**

C4.1 Students are registered on modules on the VLE by the academic office

C4.2 For [full-time students](#) this is normally 120 credits per year and for part-time students this is normally 80 credits per year. Individual requirements for part time and postgraduate programmes will be advised to students by the Academic office.

C4.3 For undergraduate programmes, the minimum cohort size required for an optional [module](#) to run each academic year is five students.

C4.6 All mandatory modules will run each year. However, students should be aware that not all optional [modules](#) will be offered every year, due to staffing, timetabling and/or insufficient student numbers. Where an optional module does not run or there are insufficient numbers for the module to run, the College will endeavour to inform students promptly.

C4.7 There may also be caps in place on some [modules](#) allowing for only an agreed number of students. Further information on option modules will normally be available on the relevant [subject](#)/programme pages.

C4.8 Normally no student may start a [module](#) later than the advertised date of commencement. Exceptionally however, a student may start a module partway through the module (maximum of three weeks into the module for undergraduate students and maximum of two sessions into the module for Master's students), subject to advice and guidance from the module and subject leader.

C4.9 A full-time student completing [retakes](#) may register for no more than 160 credits for a year

and only with the specific agreement of the Assessment Board. Normally it is a maximum of 140 credits.

- C4.10 A part-time student taking [retakes](#) may register for no more than 100 credits a year in total, and only with the specific agreement of the Assessment Board. Normally it is a maximum of 80 credits.
- C4.11 During their registration, students can only take modules that, when successfully completed, total the number of credits required by the programme to achieve the intended award. Additional modules cannot be taken, for any reason, including (but not restricted to) additional learning or to abandon assessment or re-assessment on a different module.

## **Section 5: Recognition of Prior Learning/Recognition of Experiential Learning (RPLP)**

- C5.1 Applicants may be admitted with advanced standing to a programme of study provided it is clear they have fulfilled some of the progressions and assessment requirements of the [programmes of study](#) concerned by earlier learning and experience, and that they will be able, by completing the remaining requirements, to fulfill the outcomes of the programmes and attain the standards required for particular awards. Due rigour is exercised in complying with the requirements relating to the standards of particular awards. For further details refer to the College's [RPLP Policy](#).
- C5.2 RPLP can normally be given for up to 240 credits on an undergraduate (360 credit) degree; RPLP will not be given for the final year of a programme.
- C5.3 For Masters Programmes, the normal maximum [credit](#) that can be given will be 90 level 7 credits. Only level 7 modules will be considered for RPLP for Postgraduate programmes.
- C5.4 For those applicants wishing to join the final year of an Honours Degree, with a suitable Foundation Degree award or HND or equivalent, the necessary 240 credits may be granted, subject to any conditions required by the [subject](#) and successful completion of the bridging protocol prescribed.
- C5.5 Applicants wishing to join Level 5 of a Foundation Degree programme may also apply for as much as the whole of Level 4 (50% of the programme) to be accredited.
- C5.6 Recognition of experiential learning claims should relate to non-award bearing courses and work experience. Where a student has already been awarded academic credit for such learning, it will not be possible to claim additional recognition of experiential learning, as learning cannot be double counted.
- C5.7 The earlier learning being claimed for RPLP must be current. Normally qualifications taken / [credits](#) awarded earlier than five years before the claim is made are not eligible for consideration.

## **Section 6: Internal Transfer Process**

- C6.1 Christ the Redeemer College recognises that occasionally students may begin their study on a programme in good faith but come to realise that this is not the route for them. In such cases, where students have appropriate qualifications and where suitable alternative [programmes of study](#) can be identified; there is the possibility of internal transfer, within the following limits.
- C6.2 Student may normally be allowed to apply for an immediate transfer during the first three weeks of any semester, which will be considered subject to there being places available in the new programme and the student meeting the relevant entry requirements of the course or programme they wish to transfer to.

- C6.3 All requests and application for transfer of credits are forwarded by the College to Newman University for consideration and approval using the University prescribed forms.
- C6.4 Agreement to transfer requires the completion of a Newman University transfer form provided on the Quercus with completed forms submitted to the Student Support Team. The following information will be required:
- (i) the [programme](#) and [level](#) of current study
  - (ii) the [programme](#) and [level](#) of proposed study
  - (iii) reason for requested transfer
  - (iv) confirmation of entry requirement attainment (from Admissions)
  - (v) confirmation of currently passed [modules](#)
  - (vi) details of work or [modules](#) to be undertaken before transfer may take place and before enrolment on new programme
  - (vii) signature of agreement from subject leaders concerned
  - (viii) signature of agreement from Programme Leaders concerned.
- C6.5 Subject to the agreement of the [Programme Assessment Board](#) and relevant Programme Leader, a student may change modes, if available, without adverse effect on the grade or [credit](#) value of any successfully completed assessments.
- C6.6 Students may be required to complete and pass [modules](#) from their original programme as a condition of transfer.
- C6.7 Newman University reserves the right to refuse any transfer request. The University also reserves the right to require a student to transfer as a condition of remaining at Christ the Redeemer College
- C6.8 Exceptionally, those students undertaking the Foundation Year of an undergraduate programme may also seek an internal transfer up to the end of their first semester of study. Such transfers may only be made between Foundation year programmes and may normally only be made once.

## **Section 7: Attendance Requirements**

- C7.1 For some programmes, professional attendance requirements may apply and students must ensure they meet all necessary attendance and regulatory requirements. Failure to meet these attendance requirements may require a student to [retake](#) a [module](#), or a semester or year of study, which will incur additional tuition fees.
- C7.2 The College monitors attendance and engagement on all [programmes of study](#) through a variety of processes including registers (ie Quercus attendance monitoring) VLE activity, tutorials and seminars, as well as submission of assessments.
- C7.3 If the College, through its monitoring processes, judges that a student is demonstrating insufficient engagement with their studies, the College may institute early [withdrawal](#) of the student (i.e. prior to an examination board).
- C7.4 All students are expected to arrive in good time for all sessions. If the student is unavoidably late, tutors will try to admit students to the session late. However there will be cases involving confidential information or health and safety issues which may mean that students will not be admitted late. It is the student's responsibility to ensure that they retrieve any work missed as a result.

## Section 8: Change of Circumstances

- C8.1 It is the responsibility of the student to formally advise Registry of any [withdrawal](#) or interruption of study ([suspension request](#)). Registry will discuss this with the programme leader for decision.
- C8.2 Students who wish to interrupt or withdraw from their programme of study must complete the relevant form, which can be found in the Quercus

## Section 9: Suspension of Studies and Recovery of Studies

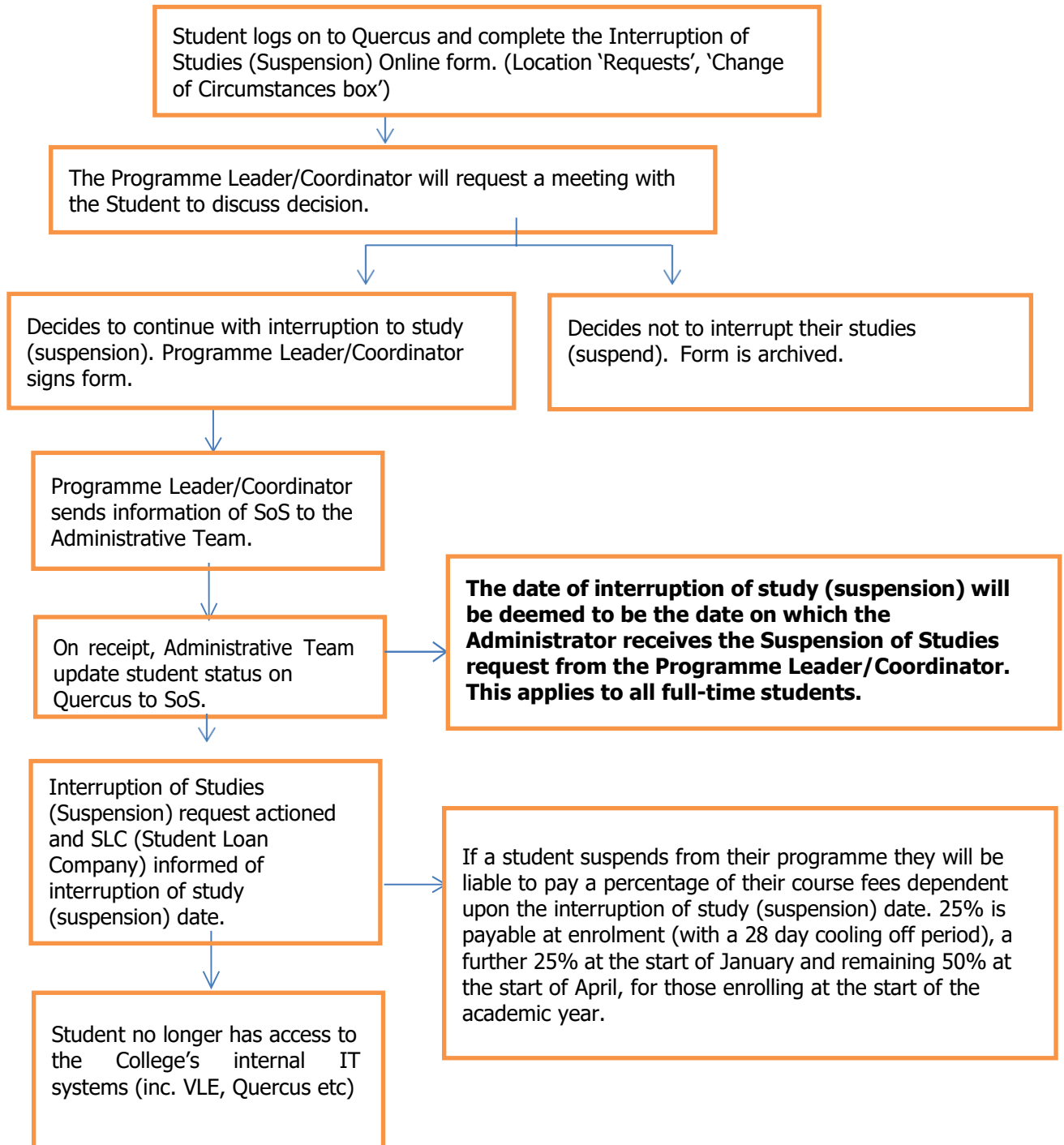
- C9.1 Christ the Redeemer College may give permission for students to suspend their studies for up to one academic year, and exceptionally, for up to two years, subject to approval by the [Programme Assessment Board](#). The College does not guarantee that the same programme will be available for the student to return to after suspension of studies.
- C9.2 In order to apply for suspension of studies, students must fill in the form provided on Quercus and confirm the support of their Programme Leader and the College's Academic Office for this course of action. A hardcopy of the completed form must be provided to the Administrative Office.
- C9.3 The date of suspension of study will be recorded as the date that the College receives the completed form. This applies to all full-time students including home, EU and self-funding students. Upon suspension of study the College will notify the validating university and, where applicable, the Student Loans Company (SLC).
- C9.4 Students should be aware that they will not have access to the College's internal IT systems during the period of their suspension of study. This includes access to the VLE and Claster.
- C9.5 Students will normally be expected to resume studies at the start of an academic year, although a return at the start of semester two may also be considered, where the programme allows. Students may be required to complete outstanding assessments by [resit](#) of any assessment component/s or by [retake](#) of [modules](#), as determined by the [Programme Assessment Board](#).
- C9.6 A student who is returning from a suspension of studies and is on a programme which has professional requirements, must complete any professional requirements before re-enrolment.
- C9.7 Students who do not respond to a request regarding their return from suspension of study will be assumed to have withdrawn and their records closed.
- C9.8 If a student does not return after two years of suspension of studies they will be automatically withdrawn.
- C9.9 If a student suspends from their programme they will be liable to pay a percentage of their course fees dependent upon suspension date. 25% is payable at enrolment (with a 14-day cooling off period), a further 25% at start of January and remaining 50% at start of April, for those enrolling at the start of the academic year.
- C9.10 Should a student withdraw within the first two weeks of semester one, no payment will be incurred.
- C9.11 Where a student has successfully passed [modules](#) and/or [levels](#) of their programme they will have their results considered by the appropriate [Programme Assessment Board](#) and any exit award confirmed.



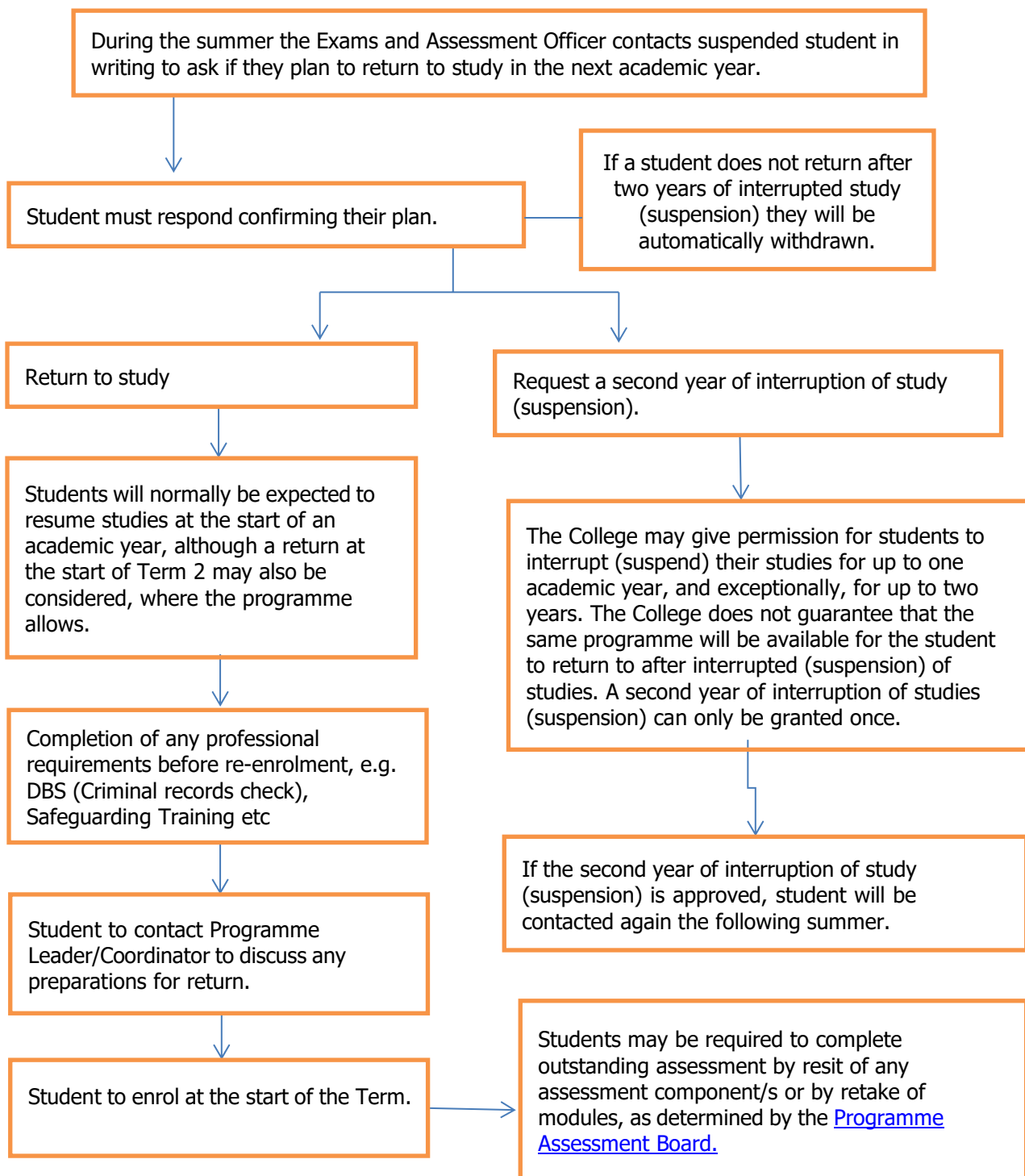
- C9.12 In some very rare cases, either relating to Fitness to study, Fitness to Practice or Student Misconduct policies, the College may require a student to be suspended from the College. This is referred to as an Institutional or College Suspension. Such a suspension is provided in a formal communication to the student and normally requires that the student does not enter the campus for the period of the suspension.
- C9.13 In certain circumstances of interruption of study, either through suspension of study or a need to recover modules to enable continuation of studies, a student may be required to go through a process of Recovery of studies.
- C9.14 Recovery of Studies typically relates to a period of interruption which would typically extend beyond normal assignment extensions but where the interruption can be managed without the student needing to fully suspend their studies, for example in the case of a student experiencing illness, bereavement or convalescence following an operation. It is recognised that such circumstances may require revised assessment submission dates to be agreed and that this may enable full suspension of studies to be avoided.
- C9.15 Given the need for revised assessment dates to be agreed with a student under the College's Recovery of Studies policy, the marks from such assessments will typically need to be deferred to a future assessment board.
- C9.16 Recovery of Studies may also apply to students upon their return from Suspension of Studies, for example as a result of having modules to be recovered at the time of their suspension. In such situations, an Individual Learning Plan will be completed, that will include agreement of revised assessment deadlines. Depending upon the number of modules to be recovered, the College may determine that it is necessary for a student to complete their recovery of studies, before resuming regular classes with their peers. In supporting a student to complete the agreed assessments, the College may require a student to attend specific classes and/or tutorial sessions organised by the respective module tutor or student support officer.
- C9.17 In order to apply for recovery of studies, students must fill in the form provided on Quercus and confirm the support of their Programme Leader and the College's Academic Office for this course of action. A hardcopy of the completed form must be provided to the Administrative Office.
- C9.18 The date of suspension of study will be recorded as the date that the College receives the completed form.

## Interruption of Study (Suspension) Process Flowcharts

### Interruption of Study (Suspension) Process



## Returning to Study after Period of Interruption of Study (Suspension)



## Section 10: Withdrawal from Study

- C10.1 If a student withdraws from their programme they will be liable to pay a percentage of their course fees dependent upon withdrawal date. 25% is payable at enrolment (with a 14-day cooling off period), a further 25% at start of January and remaining 50% at start of April, for those enrolling at the start of the academic year.
- C10.2 Withdrawal forms are available on Quercus. Once the form has been submitted to the College, there is an allowance of three working weeks for the student to rescind their withdrawal, should they change their mind, providing no return recording their withdrawal has been made to the funding bodies.
- C10.3 The date of withdrawal will be deemed to be the date on which Registry receives a completed Withdrawal Form. This applies to both full-time and part-time students.
- C10.4 Where a student has successfully passed [modules](#) and/or [levels](#) of their programme they will have their results considered by the appropriate [Programme Assessment Board](#) and any exit award confirmed.
- C10.5 Students that formally withdraw by 31<sup>st</sup> July and are eligible for an exit award will be invited to Graduation the same year (usually October). Any withdrawal after this point will not be included until the next Graduation period.
- C10.6 The College monitors attendance and engagement on all [programmes of study](#) through a variety of processes including, registers (ie Quercus), VLE activity, tutorials and seminars, as well as submission of assessments. If the College, through its monitoring processes, judges that a student is demonstrating insufficient engagement with their studies, the College may institute early withdrawal of the student (i.e. prior to an examination board).
- C10.7 Should a student wish to return to the College they must reapply to the College, using the appropriate admissions processes.
- C10.8 Students withdrawn for disciplinary reasons are not eligible to reapply to the College.
- C10.9 A student who receives an interim or exit award of a Postgraduate Diploma is entitled to return to the College within three academic years of having received the PGDip award to complete the Masters stage of their programme.
- C10.10 Former students, with the exception of those made fail and withdraw for disciplinary issues, may apply but may be interviewed by an appropriate member of academic staff prior to being made an offer of a place.
- C10.11 Any prior [credits](#) achieved by the student, either at the College or elsewhere may be taken into consideration for [RPLP \(formerly known as APL\)](#) purposes, if appropriate, for the new programme being applied for.
- C10.12 Students that have been formally withdrawn from their programme of study by the College as the result of a breach of academic integrity who are eligible for an exit award, will not be invited to attend Graduation, unless sanctioned by the Principal/Rector.

## Withdrawal Process Flowchart

Student is required to meet with a member of staff to discuss withdrawal and other possible courses of action. Student applies for withdrawal by submitting a Withdrawal Request Online form from Quercus. The Programme Leader will respond to the request and inform the Administrative Team. Date of Withdrawal is the date the Administrative team update the Student Status in Quercus.

Allowance of 3 working weeks for student to cancel their application to withdraw.

A withdrawing student must adhere to relevant policies regarding accommodation contracts and any debt owed to the College.

Student withdraws, but after the three-week grace period, wants to return. Student must reapply using the appropriate admissions processes.

Student cancels the withdrawal process within the deadline and continues with their studies.

Students withdrawn for disciplinary reasons are not eligible to reapply to the College.

Student is notified of any completed [credits](#) which could be transferred through RPCL, and of any exit award.

A student that formally withdraws by 31st July and is eligible for an exit award will be invited to Graduation the same year.

## Section 11: Debt Guidelines

- C11.1 Any student found to be in debt to Christ the Redeemer College (through Tuition fees, Library fines, or other debt to the College) will be subject to the Finance Office's [Debt Management Policy](#). In applying the policy, the College will at all times seek to be sympathetic to, and understanding of, individual students' financial circumstances. However, for the College to do so, students must engage in dialogue with the College if they are experiencing difficulties.
- C11.2 Action to enforce settlement of debt for outstanding fees and charges will be taken against all current and former students who have failed to engage with the College to find a solution to any outstanding debt, or who have failed to honour agreements to pay, although only the College will only prevent a student from re-enrolling in their programme of study if the debt relates to tuition fees.
- C11.3 The College further reserves the right to not invite graduands in debt for tuition fees to the College to its Graduation Ceremonies.
- C11.4 Details of the Library's policy in relation to fines and library debts are available on the VLE.

## **PART D: PROGRAMME REQUIREMENTS**

### **Section 1: Programme Information**

- D1.1 All students are given details of their programme/subject relevant to the year they commence with the College, which provides relevant information including any specific requirements.
- D1.2 Information on individual modules is also supplied to students on the College's VLE. The College's VLE module's pages provide information on assessment, content and deadlines for submission of assignments, as well as resources for the module. This information can also be supplied in Word format for ease of printing or conversion to other formats (such as audio-read or Braille).

### **Section 2: Programme Structure (Honours Degrees)**

- D2.1 All full-time programmes are designed to ensure that, normally students should study 60 credits per semester. However, if an individual student presents a compelling case for an 80:40 split and such a programme of study is possible within timetabling constraints, this may be agreed on an exceptional individual basis.
- D2.2 All programmes leading to the award of an Honours degree will normally be named and will be designed on a framework of 120 credits per level.
- D2.3 Each module will be assigned a single designated level. Levels are defined within the QAA Framework for Higher Education Qualifications as:
- Certificate Level (Level 4) corresponds broadly to year 1 of a three-year full-time honours degree programme or to a Certificate of Higher Education (CertHE)
  - Intermediate Level (Level 5) corresponds broadly to year 2 of a three-year full-time honours degree programme, a Foundation Degree or Diploma of Higher Education (DipHE).
  - Honours Level (Level 6) corresponds broadly to year 3 of a three-year full-time degree programmes with and without Honours, a Graduate Diploma or a Graduate Certificate.
  - Postgraduate/Master's Level (Level 7) corresponds broadly to a Postgraduate Certificate (PGCert), a Postgraduate Diploma (PGDip), a Postgraduate Certificate in Education (PGCE) or a Master's Degree (MA, MBA, MPhil, MRes, MSc).
  - Doctorate Level (Level 8) corresponds broadly to a Doctoral Degree (PhD, Ed).
- D2.4 These levels are recognised nationally and as having equivalency with the European system of credits (The Bologna Agreement) and the Scottish Qualification Framework (see Appendix).

### **Section 3: Pass Requirements**

- D3.1 To be eligible for consideration for an award, a student must have satisfied the following minimum credits as set out in the table below.

<b>Academic Award</b>	<b>Minimum number of credits to be passed</b>	<b>Minimum number of credits to be passed</b>	<b>Minimum number of credits to be passed</b>
	Certificate, Intermediate & Honours Levels (Levels 4, 5, 6)	Intermediate & Honours Levels (Levels 5, 6)	Honours Level (Level 6)
Degree with Honours	360 credits	240 credits	120 credits
Pass Degree (See Note 1)	300 credits	180 credits	60 credits

<b>Academic Award</b>	<b>Minimum number of credits to be passed</b>	<b>Minimum number of credits to be passed</b>
	Certificate, Intermediate & Honours Levels (Levels 4, 5, 6)	Intermediate & Honours Levels (Levels 5, 6)
'Named' Diploma of Higher Education (See Note 2)	240 credits	120 credits
Diploma of Higher Education	180 credits	60 credits

<b>Academic Awards</b>	<b>Minimum number of credits to be passed</b>
	Certificate, Intermediate & Honours Levels (Levels 4, 5, 6)
'Named' Certificate of Higher Education (See Note 3)	120 credits at Certificate Level or above
Certificate of Higher Education	80 credits at Certificate Level or above

## NOTES

Note 1: Neither Merit nor Distinction is available on a Pass Degree. This award may also be offered to Top Up students who achieve at least 60 credits at level 6 with the University.

Note 2: To gain a Distinction on a Diploma of Higher Education (Dip HE) a student must obtain an average of at least 70% in 100 credits at Intermediate Level or above; to gain a Merit a student must obtain an average of at least 60% in the above calculation, subject to any specific programme requirements.

Note 3: To gain a Distinction on a Certificate of Higher Education (CerHE) a student must obtain an average of at least 70% in 100 credits; to gain a Merit a student must obtain an average of at least 60% in the above calculation.

- D3.2 For undergraduate programmes, students may, at the discretion of the University's Programme Assessment Boards, take a module at a higher level and use it to 'count down' for completion of a lower level (e.g. taking a level 5 module (in addition to the required 120 credits) and counting it down to level 4 (for completion of level 4 120 credit requirements).
- D3.3 For Single Honours programmes, a minimum of 360 credits is required (levels 4, 5 and 6) in order to achieve an Honours classified degree.

#### Section 4: Undergraduate Degree Classifications

- D4.1 For all students there is a 60% weighting to the level 6 results and a 40% weighting for the results at level 5.
- D4.2 The following degree classification mark bands apply to all first degrees awarded by the University:

Degree classification	Mark band
First Class Honours	70% and above
Upper Second Class Honours	60% - 69%
Lower Second Class Honours	50% - 59%
Third Class Honours	40% - 49%
Pass Degree	(300 credits)

- D4.3 Where the recognition of prior learning (RPLP) contributes to the award, the average used will be calculated with respect to only those modules taken and passed with Christ the Redeemer College, up to the normal total of 240 credits at levels 5 and 6.
- D4.4 For those students completing Top Up awards, **all** level 6 marks will be included to calculate the degree classification.
- D4.5 For other Honours programmes, at levels 5 and 6 (Intermediate and Honours), the lowest marks for a total of 20 credits are not used (1 x 20 credits or 2 x 10 credits), although this module must still be passed, and the rest of the module marks are averaged at levels 5 and 6.

#### Section 5: Consideration Rule

##### Honours Degrees

- D5.1 For all students who registered on Honours Degree programmes prior to the start of the 2019/20 academic year, the following consideration rulings will be applied by the validating University:
- (i) Should students final overall mark fall into the consideration bands for classification of 45% - 49%, 55% - 59% and 65% - 69%, the following rules will be used to determine which classification is awarded.
  - (ii) For students achieving a final overall mark of at least 65% at levels 5 and 6 overall, and with half of all the credits at these two levels at 70% or above a first class award (1) will be awarded.
  - (iii) For students achieving a final overall mark of at least 55% at levels 5 and 6 overall, and with half of all credits at these two levels at 60% or above an upper second class award (2:1) will be awarded.



(iv) For students achieving a final overall mark of at least 45% at levels 5 and 6 overall, and with half of all credits at these two levels at 50% or above a lower second class award (2:2) will be awarded.

D5.2 For all students who registered on Honours Degree programmes from the start of the 2019/20 academic year onwards, the following consideration rulings will be applied by the validating University:

- (i) Should students final overall mark fall into the consideration bands for classification of 48% - 49%, 58% - 59% and 68% - 69%, the following rules will be used to determine which classification is awarded.
- (ii) For students achieving a final overall mark of at least 68% at levels 5 and 6 overall, and with half of all the credits at these two levels (including the 'capstone' module) at 70% or above a first class award (1) will be awarded.
- (iii) For students achieving a final overall mark of at least 58% at levels 5 and 6 overall, and with half of all credits at these two levels (including the 'capstone' module) at 60% or above an upper second class award (2:1) will be awarded.
- (iv) For students achieving a final overall mark of at least 49% at levels 5 and 6 overall, and with half of all credits at these two levels (including the 'capstone' module) at 50% or above a lower second class award (2:2) will be awarded.

### **Top Up Degree Students and Students Who Directly Enter into the Final Year of an Honours Degree Programme**

D5.3 For all students who enrolled on Top Up Degree programmes, or who directly entered the final year of an Honours Degree programme, prior to the start of the 2019/20 academic year, the following consideration ruling will be applied by the validating University:

- (i) All modules at level 6 are included and if 80 credits are in the next classification band, the higher classification will be awarded.

D5.4 For all students who enrolled on Top Up Degree programmes, or who directly entered the final year of an Honours Degree programme, from the start of the 2019/20 academic year onwards, the following consideration ruling will be applied by the validating University:

- (i) All modules at level 6 are included and if 80 credits, including the 'capstone' module, are in the next classification band, the higher classification will be awarded.

### **Section 6: MA/MSc (Master's) Programmes Classifications**

<b>Academic Award</b>	<b>Minimum number of credits/modules to be passed</b>	<b>Notes</b>
Masters	180 (including dissertation/major project)	Note 1
Postgraduate Diploma (PGDip)	120	Note 2

Postgraduate Certificate (PGCert)	60	Note 3
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**NOTES**

Note 1: A student, who achieves an average of at least 70% in 120 credits of the Master’s programme, including a grade of at least 70% in any final dissertation or project module, will be eligible for the award of Master’s degree with Distinction. A student, who achieves an average of at least 60%, including a grade of at least 60% in any final dissertation or project module, will be eligible for the award of Master’s Degree with Merit.

Note 2: A student taking the Postgraduate Diploma, who achieves an average of at least 70% in 80 M level credits, will be eligible for the Postgraduate Diploma with Distinction; a student achieving an average of 60% in 80 M level credits will be eligible for the Postgraduate Diploma with Merit.

Note 3: A student taking the Postgraduate Certificate, who achieved an average of at least 70% in 40 M level credits, will be eligible for the Postgraduate Certificate with Distinction; a student achieving an average of 60% in 40 M level credits will be eligible for the Postgraduate Certificate with Merit.

- D6.1 As all taught Master’s modules are at level 7 (M level), there are no level progression requirements.
- D6.2 Where the recognition of prior learning (RPLP, formerly known as APL/APEL) contributes to a Masters award, the average will be calculated with respect to the modules taken and passed with Newman University up to the usual requirements of a total of 90 credits at M level.
- D6.3 A student who receives an interim or exit award of a Postgraduate Diploma (PGDip) is entitled to return to the College within three academic years of having received the PGDip award to complete the Masters stage of their programme.

## **PART E: ASSESSMENTS**

### **Section 1: Assessment Details**

- E1.1 Confirmation of the method of assessment for each module is given in the Module Data Set, along with other key information relating to the module. This is available for students to view via the Module Information tab on the top of each the College's VLE course page.
- E1.2 Specific details of assessment tasks will be described on the relevant the College's VLE module course page in the Assignment Brief(s), including details of submission, date and format, word limit and feedback return date.

### **Section 2: Presentation of Work**

- E2.1 Work is expected to be produced on a computer, with the exception of mathematical work, and students each have a personal account on the College's computer system to allow them to use College computers.
- E2.2 Where exceptionally hard (paper) copies of work are required, students are requested to submit the work in a clear plastic wallet to hold all the pages together, with the exception of items of coursework such as portfolios.
- E2.3 Specific details regarding the presentation of the capstone/dissertation element of a programme, as well as other assignments, such as posters and teaching resources, are included in the relevant Assignment Brief provided on the the College's VLE course page.
- E2.4 Individual arrangements exist for students with specific requirements and will be provided for in exception to these regulations if required. Full details of any disability assessment arrangements must be agreed with an appropriate member of the student support team. Where necessary, this will form part of a Learning Support Plan issued to a student.
- E2.5 Students with dyslexia and other learning difficulties, as recommended by the Inclusion Coordinator, may use the Student Support System of flagging for feedback purposes as agreed by the College. This flagging system is available for use with both hardcopy and electronic submissions.

### **Section 3: Word and Time Limits for Written Assessments and Presentations**

- E3.1 Word limits and time limits are to be adhered to as part of good practice and to provide equity. The College has the discretion to not mark the over-limit sections of any work.
- E3.2 In-text references are included in the word limit. Word limits do not include reference lists, bibliographies, cover sheets or appendices (other than those explicitly specified).
- E3.3 The total length of any appendices cannot exceed more than 10% of the length of the assignment, with any exceptions to be highlighted in the Assignment Brief.
- E3.4 For certain mathematical assessments, the number of pages, rather than word limits, will be used due to the inclusion of mathematical expressions, equations and diagrams and charts. This will be clearly stated in the Assignment Briefs for the assessments concerned, along with requirements relating to the presentation of the assignment (i.e. font size and margins).

## **Section 4: Proof Reading for Students**

- E4.1 College policy is that academic staff should not proof-read or give advice which amounts to 'approving' students' work prior to marking, unless, exceptionally, this is part of a formative assessment exercise.
- E.4.2 Staff can provide further clarity in what they are able to consider as part of formative assessment. However such advice and guidance given to students on their work will not be about grades or even discussion of 'worthy of a pass' but to support the students development.

## **Section 5: Plagiarism and Collusion**

- E5.1 Students' work is submitted to the Turnitin plagiarism detection service to safeguard against plagiarism and encourage proper use and citation of sources. Once submitted, the work forms a part of the Turnitin database.
- E5.2 To enable a student to experience submitting an assignment electronically, the front page of the College's VLE provides an opportunity to submit a 'practice assignment'. This one piece of work will not be stored in the Turnitin database.
- E5.3 The College's VLE assignment links connect to the Turnitin service and present the student with a Similarity Report. Students can then resubmit if they have time before the deadline. Similarity Reports take approximately 30 minutes to be produced. Tutors will also be able to see the Similarity Report when they mark.
- E5.4 Students need to keep copies of all their work, as they may be required to resubmit their work, for any number of modules, at any time, in order for it to be run through Turnitin.
- E5.5 The College defines plagiarism as the use of another person's work or ideas within an assignment without following the conventions for acknowledging sources. This includes the unauthorised use/copying of another student's work. The offence does not require any deliberate intent by the student to be proved but the extent of deliberation involved may affect the nature of the penalty.
- E5.6 Plagiarism may also be defined as the reuse of work, where the author reuses identical or nearly identical portions of their own work without acknowledging what they are doing by citing the original content; as a result the author does not let the reader know that this material has appeared elsewhere. This is referred to as self-plagiarism.
- E5.7 Plagiarism is a breach of academic integrity.
- E5.8 Students are advised to refer to the College's policy on Academic Integrity.

## **Section 6: Ethical Considerations of Capstone Modules, Dissertations, Work Placements and Projects**

- E6.1 All staff and student research undergoes an ethical self-assessment and, where further scrutiny is required, an ethical review by the College's Research Ethics Committee.
- E6.2 Where necessary, the Research Ethics Committee may require the student or the supervisor to provide further evidence relating to the project before approval can be granted. Information about ethical approval is available on the Intranet.
- E6.3 Where a submission is judged to be significantly different from the parameters given ethical approval,

the work will not be marked and will be considered a fail, and may be dealt with as a breach of academic integrity

E6.4 As with all other submissions at the College, a Capstone Module submission, dissertation, placement or project must be an original work, including but not limited to scripts, designs, computer code/formulae, digital artefacts and presentations.

## **Section 7: Referencing**

E7.1 The College adopts the Newman University's use of, with the exception noted below, the Harvard system of referencing, and details of the system and its use, together with examples are available on the College VLE

E7.2 Students are expected to ensure that they use the correct referencing scheme for their subject and where a subject specialism dictates the use of an alternative scheme of referencing this will be published in the relevant the College's VLE pages.

E7.3 Poor referencing practice can give an impression of intellectual dishonesty because it is unclear to readers which information has been borrowed from another source, which can result in plagiarism, whether accidental or intentional.

E7.4 Students will be penalised for plagiarism of either kind at the College. Further information is available on the College's website.

## **Section 8: Copyright**

E8.1 All items of assessment, that have been submitted, are subject to the requirements of copyright.

E8.2 Where a student wishes to use an item which has involved other students (such as a DVD, filmed performance or joint artefact), written permission must be sought from all other students involved.

### **Projects, Dissertations and Copyright**

E8.3 All theses, dissertations and projects may be deposited, once the marks have been confirmed as passed by the Programme Assessment Board in the library for consultation.

E8.4 All consultation or copying of any part of such work is subject to the College's regulations on Academic Integrity and any restrictions imposed under the provisions of the Copyright, Designs and Patents Act 2, 1988, and all subsequent regulations and legislation.

E8.5 Where the author of any such work has not lodged with the IT and Library Resources Manager a written objection to the copying of the work, IT and Library Resources Manager may give permission for single copies of that work, in whole or in part, to be made available for the purposes of research or private study, or for deposit in the British Library.

E8.6 Persons consulting or borrowing such work, or receiving copies of the whole or part of the work, must observe the author's rights.

## **Section 9: Submission**

E9.1 All students, when submitting in any format, are required to confirm that the work submitted is work that they have written/produced themselves. This includes, but is not limited to, written work, scripts, designs, computer code/formulae, digital artefacts and presentations.

- E9.2 It is the responsibility of the students to demonstrate that the work they submit is their own. They must keep electronic copies of their work as well as all drafts and notes.
- E9.3 All completed work, drafts and notes should be kept until full formal completion of studies (i.e. Graduation) and the University may request a student's marked work from any year of their programme at any time during their studies. Students are advised to keep any work completed but not handed in.
- E9.4 A student may be set a new resit task, even if mitigating circumstances are accepted.
- E9.5 Coursework requires the relevant student number on it, but not the student's name. Where possible all submitted work at Levels 5 and above is marked anonymously.
- E9.6 **Students must not submit the same work (or elements thereof) for more than one assessment item, which is not acknowledged through citation. This is deemed to be self-plagiarism. Any such submissions will be marked as zero and entail an automatic fail of the assessment concerned.**

### **Submission Dates**

- E9.7 All pieces of coursework are set with a date and time by which they must be submitted by electronic submission as advised in the Assignment Brief.
- E9.8 It is the student's responsibility to make sure that the deadlines are met in a timely fashion, allowing time for practicalities such as, but not limited to, submission timing and generating a Turnitin Similarity Report.
- E9.10 **The deadline for handing in assignments is 11:30pm (time is taken from the College computer system) on the date advised for the module, this applies to all submissions and work submitted through the College's VLE page. Students are advised to submit at least 15 minutes before the deadline.**
- E9.11 No submission dates are normally set in the period noted as Christmas holiday.
- E9.12 Staff may set assessment dates on the Monday, Tuesday or Wednesday of the first assessment week (noted as exams) in January. The same rule will apply to the Easter holiday.
- E9.13 No initial submission date (i.e. not including extensions) is normally set that falls beyond the end of the third term for any full-time student, unless exceptionally approved by the Chair of Programme Assessment Boards.
- E9.14 Work submitted up to seven calendar days late of the submission date will, if deemed a pass, receive a maximum mark of 40% for undergraduate programmes, and a maximum mark of 50% for taught Master's.
- E9.15 No work will be accepted for submission, without an authorised extension, if it is more than a week late and therefore will be recorded as a 'non-submission'.
- E9.16 **There is no late submission allowance for extensions, resits, mitigating circumstances or modules where a pass/fail mark is recorded (e.g. DET).**
- E9.17 Any submissions attempted after the notified date will be recorded as non-submissions and will

automatically receive a fail for that component.

E9.18 Students with agreed Individual Learning Plans (ILPs) or Reasonable Adjustment Plans (RAPs) cannot submit late, that is beyond the dates agreed in their plans.

E9.19 Where a student submits an assignment or sits an examination and fails the module, no resit fees are normally payable.

E9.20 Students who believe they have valid reasons for non-submission are advised to use the Mitigating Circumstances Process

## **Section 10: Electronic Submission**

E10.1 Electronic submission refers to online submission of student work via the College's VLE Assignment activity or other designated service. Most modules require students to submit work electronically and the processes for doing this are detailed on the front page of the College's VLE under "Guidance Materials". Details of formats for submission and file titles are provided on the Assignment Brief.

E10.2 Electronically submitting a file implies acceptance of the following statement:

'I understand and accept that, in accordance with the College's Academic Regulations, my work may be submitted to the Turnitin® web-based plagiarism detection service and form part of the Turnitin® electronic database.

I declare that this assignment, submitted in line with College Assessment Requirements, is my work, except where stated otherwise in accordance with recognised practice. I also confirm that this work (in whole or in part) has not been presented for marking on any previous occasion.'

E10.3 When the submission deadline is reached the assignment remains open for seven days after the deadline for late submissions (for a maximum pass mark of 40% for undergraduate modules and for a maximum pass mark of 50% for postgraduate modules.

E10.4 Proof of submission will be recorded in the College's VLE assignment; an email receipt of submission is issued to a student.

E10.5 No second or subsequent submission after the deadline will be allowed.

E10.6 Students are advised that, in exceptional circumstances, if agreed by the Module Leader, instead of submitting electronically, they may submit a hard copy through the Registry Office. Exceptional circumstances will typically be where the College is responsible for a problem related to submission, for example where the College's IT systems is not available to a particular student.

## **Section 13: Examinations**

### **Examination Schedule**

E13.1 A schedule of formal, timed examinations, which shows the date and time of each examination and the place where it is to be held, is published at least 10 working days before the date of any examination shown in the schedule.

E13.2 Examinations may be held in any room considered suitable by the College.

## **Expected Conduct for Examinations (on Campus)**

- E13.3 Students are required to observe all instructions given to them by the invigilators or staff of CRC responsible for the conduct of the examinations. No talking or other non- verbal communication will be permitted in the examination room at any time.
- E13.4 Students must report to the examination room 15 minutes before the start of the examination and wait until told to enter. On entering, students must leave any bags, holdalls, files, books, etc. in the place provided. CRC cannot, in any circumstances, accept responsibility for the loss of private property left or lost on College premises.
- E13.5 The invigilation team will supervise the entry of students into the examination room. In normal circumstances students may not enter the examination room until five minutes before the examinations. However, in exceptional circumstances (to be defined by the Assessments Team) students may enter the examination room ten minutes before the examination.
- E13.6 In exceptional circumstances, students may be admitted up to half an hour late.
- E13.7 Students are required to produce their student ID card for checking after entry to the examination room and must leave this face up on their desks at all times.
- E13.8 For confirmation of identity, in the case of dress which covers the student's face or head, a room will be provided where the covering will be removed by the student, in the presence of a same-gender invigilator.
- E13.9 If a student is wearing bulky clothing and /or head apparel, they may be visually inspected to ensure that no unauthorised materials are concealed on their person (e.g. headphones). If necessary, a student may be required to accompany an appropriate invigilator to a private area to allow any such inspections to be undertaken. Students who are found to have with them any unauthorised materials will be deemed to be cheating and will fail that examination.
- E13.10 Students must ensure that the name and number correspond to the label on the desk occupied. Students may not change their seats without permission.
- E13.11 The invigilation team will distribute blank exam books and attendance slips before the students enter the examination room. At the end of the examination, and before students are allowed to leave the room, these will be collected.
- E13.12 The question papers will be given out face-downwards and may not be turned over until students are advised to do so by the Invigilator. Students are reminded to check that they have the right paper. The student number must be copied accurately onto each booklet used.
- E13.13 Students are reminded that details on the exam books should also be completed as instructed by the Invigilator. The Invigilator will remind students that all rough work will be handed in with the exam books at the end of the examination.
- E13.14 Each answer must begin in a separate exam book unless otherwise indicated on the front of the examination paper. Spare examination question papers must not be removed from the examination hall.
- E13.15 An attendance sheet will be marked by the Invigilator and will remain in the examination room until the end of the examination. Any absentees, illness and incidents are to be recorded in the incident book provided to the Invigilator.



- E13.16 Students are not allowed to leave the examination room permanently during the first half hour of the examination. After the first half hour, students may leave as soon as they have finished the paper. They may not leave the examination room during the last half an hour of the examination.
- E13.17 Where a student leaves the examination room early, for any reason, the student's student number and time of his/her leaving should be entered in the incident book together with the reason for leaving.
- E13.18 After the first half hour, students may leave the examination room temporarily at any time but only with the permission of the Invigilator. Students leaving the hall temporarily will be accompanied by an Invigilator.
- E13.19 Students must be quiet when entering or leaving the examination room during the examination and must not speak to anyone other than an invigilator, between entering the room and the end of the examination. Any student creating a disturbance may be expelled from the examination hall.
- E13.20 No unauthorised person may enter the examination hall.
- E13.21 In the case of a student showing signs of distress or illness, one of the invigilators should leave the examination room and seek medical assistance. Should a student become unconscious, an ambulance will be called in all cases.
- E13.22 If there is a fire alarm or other emergency during an examination, students will leave the room calmly and quietly. Nothing will be taken with them and no talking or other non-verbal communication will be permitted between students. If there is any talking or non-verbal communication between students the exam may be declared void and another assessment will then be carried out at a later date.

### **Presentation in Examinations**

- E13.23 Standard English, including spelling and grammar, is expected (even where English is not a student's first language) and use of abbreviation and note forms is not accepted.
- E13.24 In examinations, although students have to write by hand, they are required to ensure that the work is legible and completed in either blue or black ink.

### **Individual Arrangements for Examinations for Disabled Students**

- E13.25 Individual arrangements for the examinations may be made for a student with a disability or condition that will warrant such arrangements. Such arrangements must be designed to measure the same learning outcomes as the standard assessment.
- E13.26 In order that suitable arrangements can be made, any student with either a permanent or temporary disability must apply for consideration by a published date within the first half of the relevant semester.
- E13.27 Further information about individual arrangements which can be provided by the University are found in the Exam Protocols document, available from the Inclusion Coordinator.
- E13.28 The Inclusion Coordinator informs the Assessments Team annually of such requirements.
- E13.29 In the case of other potential requests relating to, for example nursing mothers or other specific circumstances, additional time, or supervised exit and return to an examination, may be agreed.

## **Invigilation Arrangements**

- E13.30 All formal, timed examination held in an examination room will be subject to invigilation. There will always be at least two invigilators appointed to each main examination room. There will be due attention paid to ensure gender ratios, with at least one male and one female invigilator present. Where the number of examination students in any examination room exceeds 100, there will be appointed at least one invigilator for every 50 students or part thereof.
- E13.31 Invigilators will be appointed by CRC. Formal training and induction for invigilators is provided by the Assessments Team.
- E13.32 There will be a Lead Invigilator appointed to each main examination room that will be responsible for the overall conduct of the examinations in that room and will ensure that proper provision has been made for the conduct of the examinations before their commencement.

## **Examinations Equipment**

- E13.33 Students must use blue or black ink pens. In specific subjects the use of a pencil may be allowed. Students are responsible for providing enough writing implements for the duration of the examination.
- E13.34 Water may be allowed in clear plastic bottles, with all labelling removed.
- E13.35 Students may not have on or near their desk any books, papers or instruments other than those which have been specifically permitted. This includes any form of device, (including, but not restricted to; music and video players, mobile phones, smart watches, portable computers, tablets or headphones), which allow access to the internet, mobile signal, Bluetooth, wireless or can store data.
- E13.36 Occasionally some items, as explicitly stated, may be brought in. These may include pencils, calculators, mathematical tables, unmarked texts and notes. It is the student's responsibility to provide these items for their exam.
- E 13.37 The use of Memory Aids are agreed with Student Services. Details of which are available on the Intranet and later in these Regulations.
- E13.38 Only analogue watches are permitted to be brought to an exam by students. Clocks can be supplied in the examination room. Smart watches are not allowed in an examination room.
- E13.39 Devices capable of communicating directly with other similar devices, with or without the use of cables, are not permitted in any College examination.

## **Use of Calculators in Examinations**

- E13.40 When the use of a calculator is permitted in an examination, it will be stated on the Assignment Brief, with explicit specification of particular types permitted or prohibited. It is the Module Leader's responsibility to inform the Assessments Team of any revised requirement.
- E13.41 If a calculator is permitted, students are responsible for the provision of their own calculator. They may choose to bring a second one in case the first one breaks during the examination. Students are responsible for providing batteries for their calculators.
- E13.42 All calculators used must be:

- (i) incapable of storing text, nor of displaying text other than as built-in error messages;
- (ii) battery operated;
- (iii) silent;
- (iv) not annotated in any way on the calculator or case.

E13.43 Calculators, or other devices capable of acting as a calculator, which have a full range of alphabetic keys are not allowed in any examination; devices with keys in the range A-F for use with hexadecimal numbers are not covered by this ban.

E13.44 Any student found using an unauthorised calculator or device will be deemed to be cheating. They will automatically fail that examination and will be referred for consideration through the College's Student Academic Integrity process. The device will be confiscated immediately, without the University being under any obligation to issue the student with a replacement device.

### **Use of Dictionaries by International/Exchange Students**

E13.45 International/Exchange Students for whom English is not their first language may apply to use a hard-copy of a translational dictionary during any time-constrained assessment. Electronic dictionaries are not allowed. Each will be considered individually on its merits.

E13.46 It is the responsibility of the student to make an application in writing to the Assessments Team (for consideration by the Subject/Module or Programme Leader as appropriate).

E13.47 If the application is approved, the student is responsible for the provision of the dictionary concerned.

E13.48 The dictionary will be subject to inspection by the Invigilators at any time during the course of the assessment concerned. Normally, such inspections take place before the start of the assessment. The dictionaries will be checked for annotations and concealed notes.

### **Section 14: Group Assessment**

E14.1 If students are undertaking presentations in groups, the Module Leader is expected to give them sufficient class time to prepare, since students may not all be in a position to see each other outside classes.

E14.2 If the assessment is a group one, there should also be provision for students to be given individual grades.

### **Section 15: Marking**

E15.1 Marking (assessment) criteria for individual modules are provided in detail in the Assignment Brief(s).

E15.2 The pass mark for a module at levels 4, 5, and 6 is 40%. The pass mark for modules at Level 7 (Master's level modules) is 50%.

E15.3 A student who has not formally withdrawn from a module but who does not attend the examination or submit the required coursework by the given deadline will be recorded as 'Non submission' for any examination and 'Non-submission' for any coursework. This will count as a failed attempt.

E15.4 Students are expected to ensure that they are available to submit any resit tasks or resit examinations during the prescribed reassessment period, as required by the relevant Programme Assessment Board. Failure to do so will result in a recording of non-submission failure at the next Programme Assessment

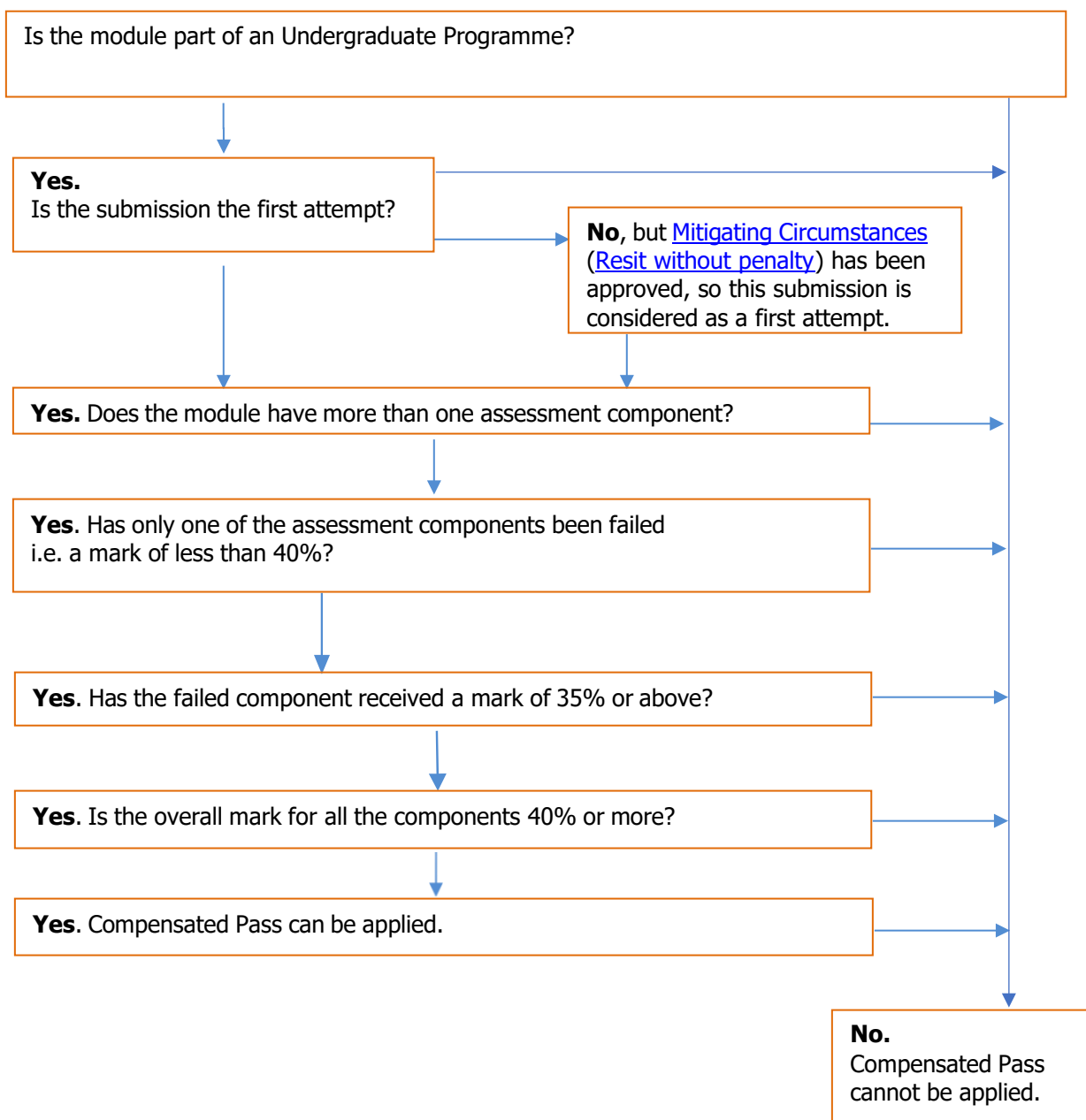
Board.

### **Rules of Compensated Pass**

E15.5 If the overall mark for a module is 40% or more, and any one other component of that module is less than 40%, but at least 35% or more it will be recorded as a Compensated Pass and no resit will be allowed.

E15.6 This rule applies solely to undergraduate programmes of study and not to Masters programmes. It does not apply to resits.

## Compensated Pass Flowchart



## **Anonymous Marking**

- E15.7 For written assignments and examinations at levels 5, 6 and 7, the student participant number is the only identifier used, allowing the College to operate an anonymous marking process (with the exception of dissertations). However, tutors may need to signal to individual students the need for additional support and may request student identity at that point in order to contact the student.
- E15.8 The anonymous marking process does not operate in those level 4 programmes where the assessment does not contribute to the degree classification.
- E15.9 It is recognised that there are certain types of assessment and reassessment for which it is impractical to operate anonymous marking. This applies to individual and group presentations, practical assessments, work and school placements, dissertations and electronic resits (resits of assignments where the original submission was online).

## **Second Marking and Double Marking**

- E15.10 Second marking is the process by which a piece of work is marked by a first marker and a second marker considers the work after the first marker and adds their comments. If there is a disagreement about the mark, the two markers meet to agree the final mark.
- E15.11 Double marking is the process by which a piece of work is marked by two markers, where neither marker is aware of the other's assessment decision in formulating their own mark. After which they together agree a final mark (or marks) for the purpose of classification.
- E15.12 For major assessment tasks (such as dissertations, special projects and placement assessment items) and performative items (such as performances, presentations and seminar presentations), all work will be marked by either second marking or double marking.
- E15.13 "Live" assessments may be attended by a second lecturer in the room throughout the presentations who is also assessing the work or may be videoed and marked by a second lecturer afterwards.
- E15.14 The College uses both double and second marking.

## **Section 16: Moderation**

- E16.1 The purpose of moderation is to confirm that the range of grades awarded by the marker is appropriate. It is distinct from independent marking by two members of staff (double marking), a practice used for the marking of projects and dissertations (unless required by a professional body).
- E16.2 Internal moderation is required at all levels, including work which has been second marked or double-marked.
- E16.3 External moderation (through the use of External Examiners) is required at those levels which contribute to the award classification (e.g. levels 5 and 6 for all Degree programmes and levels 4 and 5 for all Foundation Degree programmes). Samples of coursework and examination scripts are made available to External Examiners for each module.
- E16.4 Internal and external moderation also takes place for those modules that contribute to a DET programme.

E16.5 If coursework is sent to for external moderation, students may still be given their provisional mark. Students should note that all marks are provisional until confirmed by the relevant Programme Assessment Board and agreed by the External Examiner for the programme/subject.

### **External Examiners**

E16.6 For subjects where there are more than 100 students registered, it is considered appropriate to appoint a second External Examiner.

E16.7 Full details of the requirements for, and roles and responsibilities of external examiners are detailed in the External Examiners' Handbook which is available via Newman University's website

### **Section 17: Viva Voce Examination**

E17.1 External Examiners have the right to examine any student viva voce in addition to the assessments specified.

E17.2 Internal examiners may also request a viva voce examination, which may be used:

- (i) To determine difficult or borderline cases, such additional assessment being used only to confirm or raise and not to lower a student's mark(s)
- (ii) As an alternative or additional assessment where valid reasons for poor performance have been established
- (iii) Where a potential breach of academic integrity has been identified (for example, plagiarism and collusion, including the use of essay mills), and a viva voce agreed by the Chair of the Programme Assessment Boards.

### **Section 18: Return of Work**

E18.1 The College operates a target of a three-week turnaround time, and therefore the majority of work submitted should be ready for return to students three weeks after the deadline for submission set. This target does not apply to work submitted late or work submitted with an extension.

E18.2 Details of work that is ready to be marked will be provided on the module the College's VLE pages.

E18.3 In some cases where there are a large number of scripts, tutors may agree a longer turnaround time with the students concerned.

E18.4 CRC actively monitors the time taken to return work to students and sets targets for staff. Reports on the targets by subject and programme are presented each term to the College's Quality, Enhancement and Curriculum Committee (QECC) and results compared to previous years.

E18.5 If collecting their work in person, students need to produce ID. Work can be collected by someone else on behalf of a student if two criteria are fulfilled: the person collecting the work must show their own ID, and the Registry Support Team must have received written permission by email from the student whose work is being collected, using their CRC email account.

E18.6 For students at level 4 only, assessed work may be returned through a form of personal contact, usually during module sessions.

### **Section 19: Accessing Provisional Examination Marks**

E19.1 Provisional examination marks are currently made available in a variety of forms.

## **Section 20: Academic Integrity**

E20.1 It will be regarded as a breach of academic integrity for any student to commit an act whereby they seek to obtain for themselves or for another student, an unfair advantage, as detailed in the College's Student Academic Integrity Policy.

E20.2 Academic misconduct will be taken to include:

- (i) impersonation of another candidate or knowingly allowing another candidate to impersonate them;
- (ii) copying or communicating with another candidate in a formal, timed examination;
- (iii) introducing into an examination room any unauthorised aid or sources of information;
- (iv) fabrication of the results of work which the student claims to have undertaken (for example experiments, interviews, observations or other forms of research and investigations) which they have not carried out or results which they have not obtained;
- (v) undertaking research without ethical approval, not adhering to the parameters given ethical approval, not securing informed consent in the manner set out in the student's ethical approval application;
- (vi) colluding with others to present work which is not their own (including the commissioning of work, for example, through the use of essay mills);
- (vii) plagiarism or otherwise misrepresentation of their participation in and responsibility for any material submitted for assessment.

E20.3 Collusion is defined as unauthorised co-operation to gain an advantage. This may occur where students have collaborated on a piece of work which is then submitted as an individual effort or where one student has allowed another to use their work. In the latter case, both students may be found guilty of a breach of academic integrity.

E20.4 Commissioning is defined as the requesting and/or purchase of a piece of work from a third party and the submission of this work (in whole or in part) for assessment as the work of the student. The University views this as an extremely serious offence which will attract a severe penalty.

E20.5 An essay mill is a business where customers pay for a custom essay writing service. It is an academic offence to submit any essay received this way, whether the content is a piece of original writing or plagiarised from elsewhere.

E20.6 Christ the Redeemer College defines plagiarism as the use of another person's work or ideas within an assignment without following the conventions for acknowledging sources. This includes the unauthorised use/copying of another student's work. This also includes internet sources and any other form of paper or electronic medium. The offence does not require any deliberate intent by the student to be proved but the extent of deliberation involved may affect the nature of the penalty.

E20.7 Plagiarism may also be defined as the further use by a student of identical or nearly identical portions of their own work for a further/new assessment, without acknowledging what they are doing by citing the original content. This is referred to as self-plagiarism.

E20.8 Students' work is submitting to the Turnitin plagiarism and collusion detection service and forms a part of the Turnitin database.

E20.9 It is the responsibility of the students to demonstrate that the work they submit is their own. They must



keep electronic copies of their work and are advised to keep all drafts and notes.

E20.10 In addition to breaching any of the above regulations, all students are reminded that further disciplinary regulations exist relating to behaviour within the confines of Newman University (Student Disciplinary Procedures).

E20.11 Reasonable behaviour is also expected in classes, all direct contact sessions and in the VLE (such as discussion boards, blogs and wikis). Such reasonable behaviour is expected to include silence when others are speaking; mobile phones, recording devices and other electronic devices to be turned off during all sessions and seeking permission before consuming food or drink within sessions.

E20.12 Misconduct also includes conduct on placement, school experience, field trips, visits and any other circumstances where it may be considered that the student is representing Newman University.

E20.13 Specific conduct requirements are also included in school experience settings and further details including the 'cause for concern' process are included in the relevant subject handbooks.

E20.14 Conduct requirements for work placements are advised in the relevant module details and, where appropriate handbook and by the Programme Leader.

E20.15 CRC's regulations will normally apply in respect of alleged misconduct or conduct likely to bring the College or its reputation into disrepute.

E20.16 CRC reserves the right to take disciplinary action against a student in respect of any misconduct wherever it may have taken place when it is considered necessary to protect the interests and reputation of the College, its staff or students.

E20.17 As with all other issues of discipline, cases of plagiarism and cheating will go for judgment of guilt or innocence and imposition of a penalty to the Disciplinary Committee. However, some special considerations apply.

E20.18 Any apparent irregularity occurring in a unit of assessment should be reported to the Assessments Team as soon as possible, with a duly completed plagiarism notification form submitted. Cases may be considered by the Academic Director.

E20.19 If plagiarism, copying or collusion is suspected by a tutor, a plagiarism notification form is duly completed by the tutor including necessary supporting documentation (such as the original sources plagiarised). Only in exceptional circumstances will a Turnitin report **alone** be accepted in support of a notification.

## **PART F: EXTENSIONS AND MITIGATING CIRCUMSTANCES (INC. ILPS AND RAPS)**

### **Section 1: Extensions**

F1.1 Students unable to hand work in on time may request an extension. Extensions can normally only be granted if the request is made before the due date for the assignment. However, extensions may be agreed up to one week after the due date, in exceptional circumstances and where relevant evidence is provided.

F1.2 Extension requests must be authorised by one of the relevant Academic Support Advisors or Programme Leader, or in the case of Masters programmes, the relevant Programme/Course Co-ordinator.

- F1.3 The College's Mental Health Advisor and Inclusion Co-ordinator are also permitted to grant extensions in those cases where the extension relates to a mental or physical health condition, subject to agreement by the Mitigating Circumstances Board (if for multiple extensions i.e. an ILP or RAP). They may also consider amendments to an agreed date within a Reasonable Adjustment Plan (RAP) already granted (subject to the provision of additional evidence).
- F1.4 All applications for extensions should be made to the relevant administration office.
- F1.5 Extensions will not normally be granted for the following:
- (i) Computer failure
  - (ii) Pressure of work
  - (iii) Number of deadlines close together
  - (iv) Unaware of the submission date
  - (v) Unaware of closing times for Registry
  - (vi) Unaware of the Drop Off Box facility
  - (vii) Holidays
  - (viii) Weddings.
- F1.6 Extension requests should be supported by relevant evidence of the circumstances which have affected the student's studies. This may be provided at the time of the application, or at a later date which has been agreed with the officer considering the request; to be no later than the extended deadline.
- F1.7 Students are trusted to act honestly when self-certifying an illness, but should a student make repeated extension requests based on self-certificate, medical evidence may be required before the request can be authorised. For health conditions which are long term in nature, students are expected to provide up to date medical evidence to support extension requests, but may be permitted to self-certify for the first episode of such a health issue.
- F1.8 Where the student wishes to apply for a longer extension due to ill health, a letter should be provided from a medical professional or print out of patient record. This should provide a diagnosis of an illness/medical condition or if such a diagnosis is not yet available, details of the further investigations and/or any initial treatment proposed.
- F1.9 Where providing supporting evidence is challenging, the Academic Support Advisor/Academic and Professional Tutor are required to confirm that they have discussed the circumstances with the student and that the information given in support of their claim is verified.
- F1.10 The total maximum extension that may be granted for any piece of work is three weeks from the original submission deadline, but extensions will only be granted for the minimum time necessary for the work to be completed by the circumstances. If a student requires longer than this, a mitigating circumstances application should be considered instead.
- F1.11 Submissions with extensions should be submitted in the format stated in the Assignment Brief.
- F1.12 Any extension agreed after the published submission deadline is also subject to the following requirements:
- (i) No more than two items may be given an extension (no more than one item if the student holds a RAP)
  - (ii) No more than three weeks extension may be granted, except for ILPs and RAPs
  - (iii) Students will be required to confirm their progress on the items concerned

- (iv) Students must demonstrate why the extension is needed and why not requested prior to the submission deadline.

F1.13 Extensions may not normally provide a submission date beyond the end of the third term. For submission deadlines after the end of specified semester dates, extensions may not be offered, and if given, no guarantee can be offered of consideration of the relevant results at the end of semester Programme Assessment Boards.

### **Requesting an Extension**

F1.14 For Masters students, an online extension request form should be completed and submitted, together with documents supporting the claim (sick notes, certificates etc.) to be considered by the relevant Programme Leader.

F1.15 For all other students, an application should be made on the College's VLE, Quercus or by meeting with an Academic Support Advisor.

F1.16 Where the Academic Support Advisors are not available, extension requests will be considered by the Programme Leader/Co-ordinator, unless the student has indicated on their application that they do not agree to this.

F1.17 Any extension requests that cannot be directed to the Programme Leader/Co-ordinator will be considered by the Academic Support Advisor on a weekly basis.

F1.18 Foundation students may make their extension request to one of their tutors during the first term. During second and third terms, requests should be made via the College's VLE or by meeting with an Academic Support Advisor.

F1.19 If the application is agreed and the submission is via the College's VLE, then the College's VLE submission link will automatically be updated to the extended deadline so that students may submit via the link any time before the new deadline. The marking tutor will also see the revised deadlines on the College's VLE.

F1.20 If the submission is to the Registry Support Team, the student will need to submit to Registry a copy of the extension authorisation (signed extension form or email confirming new submission dates) with their work, before the new submission deadline.

F1.21 For 'live' assessments/presentation which do not have any submission, a copy of the authorised extension form or confirmation email can be shown to the Module Leader. For all 'live' assessment/presentations, the student should rearrange the assessment with the Module Leader before the extended date.

F1.22 Notification of extension will need to be given to the relevant administration office and a copy provided for Assessments.

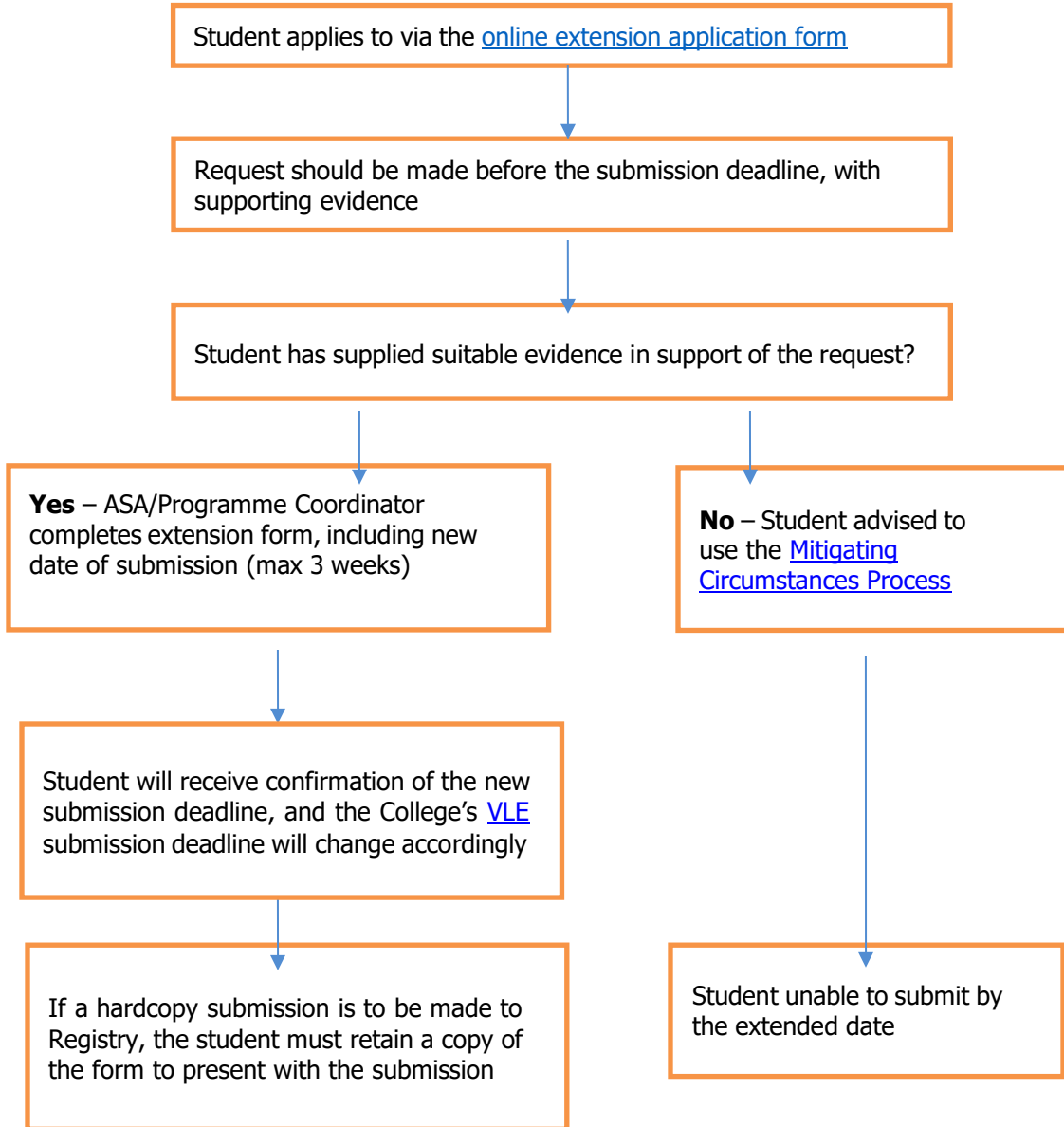
F1.21 If an extension is granted, the late submission rule does not apply. Any work given an extension date, but submitted after that date will be considered a fail.

F1.22 Resit dates are not eligible for extensions. Students who are unable to meet a resit deadline should consider whether they request a deferral or apply for mitigating circumstances.

- F1.23 For students with a Reasonable Adjustment Plan (RAP) an extension may be requested if it is not related to the agreement made originally for the RAP. If the circumstances for requesting the extensions are new and entirely unrelated, an extension be given.
- F1.24 To request any changes to the submission deadlines related to the circumstances for which the RAP has been put in place, students must contact the Inclusion Co-ordinator or Mental Health Advisor to request that the RAP is amended.
- F1.25 Module tutors will endeavour to mark assignments before the end of the current semester where possible. Students with ILPs, RAPs and extensions after the semester assessment period should be aware that the three-week turnaround period for the return of coursework may not apply.

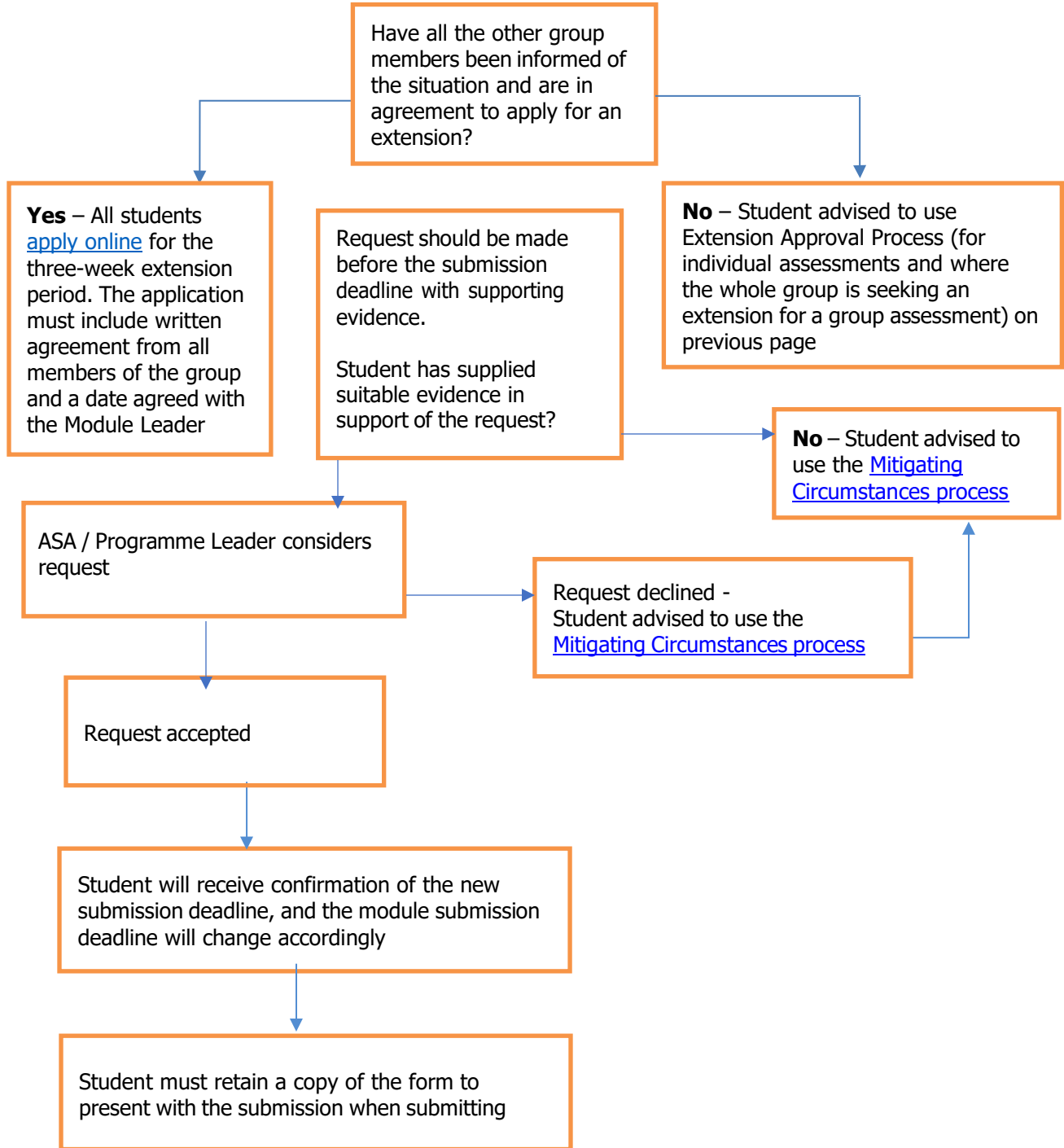
## Extension Approval Processes Flowcharts

Extension Approval Process (for individual assessments and where the whole group is seeking an extension for a group assessment)



## Extension Approval Process (for an individual's request regarding a Group assessment)

If all members of the group concerned have applied for the extension, the processes as detailed above should be used.



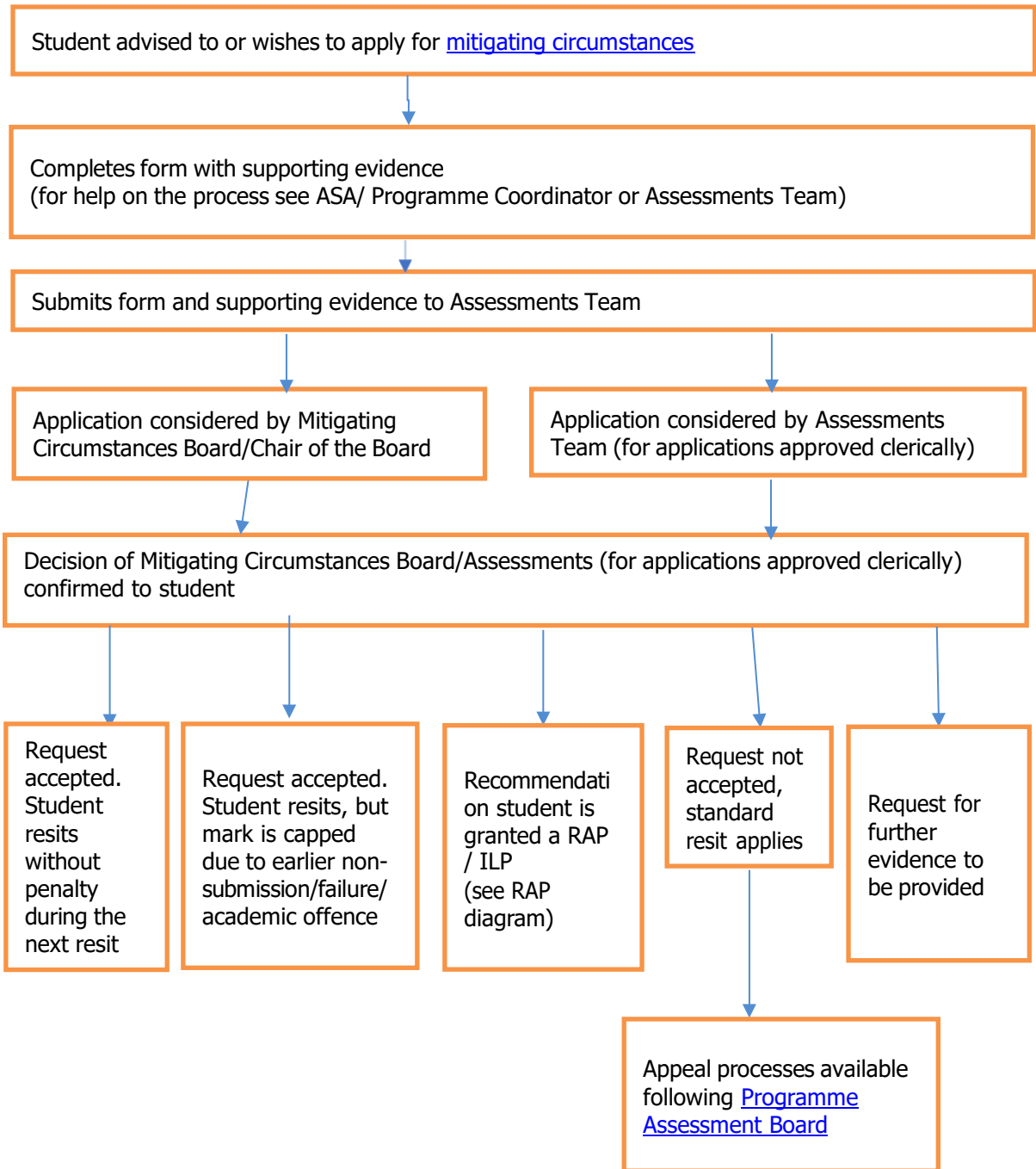
## Section 2: Mitigating Circumstances

- F2.1 Mitigating circumstances which may have affected a student's overall performance or performance against particular components may be taken into consideration by the Programme Assessment Board (on the recommendation of the Mitigating Circumstances Board).
- F2.2 Students who wish to have circumstances taken into account must submit a Mitigating Circumstances application form together with supporting evidence to the Assessments Team.
- F2.3 If mitigating circumstances is granted the student is allowed to submit the assessment during the next resit period. This is called a 'Resit without Penalty', which means the assessment is not capped at 40% for undergraduate programmes or 50% for postgraduate programmes, unless the student has a prior non-submission, failure, or capped resit from an Academic Integrity Panel finding. The Mitigating Circumstances Board will consider requests for a 'Resit without Penalty' following an earlier non-submission or failure, in exceptional circumstances, and where supported by appropriate evidence.
- F2.4 **Resits with, or without, penalty are not eligible for extensions. Resits with, or without, penalty are not eligible for the late submission allowance.**
- F2.5 If a student wishes the Programme Assessment Board to know of any circumstance which they think may affect their examination performance or coursework, they must do so using the formal Mitigating Circumstances application form, and no later than 28 days after the date due for the assessment concerned, including relevant supporting evidence. If a student's exceptional Mitigating Circumstances prevent them from applying within this 28-day timescale, they must explain this on their application, and the Board will consider whether Mitigating Circumstances can be applied.
- F2.6 The College normally expects that students, who submit work to be assessed, attend presentations and examination or any other form of assessment, be deemed to have considered themselves fit to be assessed. Consequently, it is normally expected that any mitigating circumstances application is made either before or as soon as possible after the assessment affected is due.
- F2.7 If mitigation is sought after the outcome of assessment is reported to students, it is normally expected that they may only apply for mitigation if they can demonstrate why they could not have reasonably made their submission before.
- F2.8 In those exceptional circumstances where mitigating circumstances are granted for an assessment already submitted due to 'fit to submit' issues, the original submission will be marked as zero and the student will be allowed the opportunity to submit for an uncapped mark at the first resit opportunity. The work for the original submission cannot be resubmitted.
- F2.9 If a student presents significant Mitigating Circumstances a recommendation may be made and approved by the Mitigating Circumstances Board of an Individual Learning Plan (ILP) or Reasonable Adjustment Plan (RAP) to be agreed by the Programme Leader and student concerned. Suspension of studies may also be recommended in these cases. Such agreements must be made using the relevant form from the Assessment pages of the Intranet and should include deadlines for submission of work. The signed agreement is then formally approved and noted by the Mitigating Circumstances Board.
- F2.10 A student who already has a RAP, or RAP by proxy, may only use the mitigating circumstances process for circumstances other than those already used to grant the RAP.
- F2.11 Mitigating circumstances are considered by the Mitigating Circumstances Board and are undertaken in such a way as to ensure confidentiality.

- F2.12 At the Programme Assessment Board, if mitigating circumstances have been approved, an 'M' will be shown against the relevant module on the transcript.
- F2.13 In considering mitigating circumstances relating to school experience or other professional placement, the Mitigating Circumstances Board may inform the student that it will be necessary to inform the Programme Leader, particularly if the mitigation is related to a health issue. Fitness to Practise may also need to be confirmed before returning to a placement. The Fitness to Practise Policy is available on the College's website.
- F2.14 Submission of mitigating circumstances forms and evidence does not guarantee their acceptance.
- F2.15 All students are required to complete all assessments and therefore mitigating circumstances can provide students with a fresh opportunity to complete their assessment at a later date (a 'resit without penalty').
- F2.16 Submissions of assessment components with ILPs, RAPs and other Mitigating Circumstances should be submitted in the format stated in the Assignment Brief.
- F2.17 Students with short-term difficulties are advised to seek advice from the appropriate sources, or, through the extension processes, apply for an extension of up to three weeks. Information about extensions can be found on earlier in this document.
- F2.18 If work is more than one week late, it will not be accepted, without an online extension application and therefore will be recorded as a 'non-submission'.
- F2.19 If a student is not able to submit work within an extension, or they miss a deadline or examination, the student should submit a Mitigating Circumstances form complete with the necessary supporting documentation.
- F2.20 Decisions of the Mitigating Circumstances Board are recommended to the Programme Assessment Board. The student has a right of appeal against the decision of the Programme Assessment Board (including their interpretation of the outcomes of the Mitigating Circumstances Board), except where they have already accepted any award which has been offered.
- F2.21 If a student presents significant Mitigating Circumstances a recommendation may be made and approved by the Mitigating Circumstances Board of an Individual Learning Plan (ILP) or Reasonable Adjustment Plan (RAP) to be agreed by the Programme Leader and student concerned. Such agreements must be made using the relevant form from the Assessment pages of the Intranet and should include deadlines for submission of work. The signed agreement is then formally approved and noted by the Mitigating Circumstances Board.
- F2.22 Requests to retake a module or year of study can also be requested through the Mitigating Circumstances process.



## Mitigating Circumstances Process Flowchart



### **Section 3: Individual Learning Plan (ILP)**

- F3.1 Alongside a mitigating circumstances application, a student may also submit an ILP. The ILP is an opportunity for the student and Programme Leader to consider an appropriate timeframe where the student has multiple assessment deadlines for the next resit period or where the student needs support with their time management.
- F3.2 An Individual Learning Plan (ILP) is a formal, negotiated agreement that provides the means by which deadlines for coursework and other non-examination items of assessment can be submitted at a different time from that published or required for the student cohort as a whole. Such deadlines are agreed by the Programme Leader, with the student. An ILP can be applied to an examination, however the date of the examination cannot be moved, instead the student is permitted to take the examination during next resit period instead of on the original date.
- F3.3 Examples of situations which may be considered appropriate for an ILP include long term treatment for illness or infirmity with a definable end date, where it is appropriate for the student to continue their studies, or unavoidable circumstances which may impede meeting certain deadlines, but which have a definable end date.
- F3.4 ILPs will not normally be granted in cases of divorce/partnership breakdown, financial difficulties or short-term illness, for which students should use the Mitigating Circumstances process.
- F3.5 ILPs will also not normally be granted in cases where a student's difficulties are felt to be ongoing, for which the standard Mitigating Circumstances process should be used.
- F3.6 Disabled students would normally use the Reasonable Adjustment Plan process.
- F3.7 A student wishing to discuss applying for an ILP, should contact their Academic Personal Tutor / Academic Support Advisor. An ILP can be drafted and appended to a mitigating circumstances application for consideration or be a recommendation following successful application to the Mitigating Circumstances Board.
- F3.8 Once an ILP has been formally agreed by the student and Programme Leader, and approved by the Mitigating Circumstances Board, no further extensions to the deadlines detailed on the ILP can be made.
- F3.9 If an ILP is due to a student transferring between programmes and/or subjects, such requirements must be included in the completed and authorised transfer form. The form is submitted to the Mitigating Circumstances Board for approval of the amended deadlines.
- F3.10 Statements from tutors in support of the mitigating circumstances may be considered but cannot be the sole evidence in consideration for an ILP.
- F3.11 The Mitigating Circumstances Board will consider the most appropriate course of action for the student and that this will not always be the agreement to an ILP.
- F3.12 The Programme Assessment Board may also, due to the number of failures, recommend that the student must suspend their studies or is failed without the opportunity to resit with mitigation. The Mitigating Circumstances Board may recommend that a student to suspend their studies, and will only consider the use of an ILP where suspension can be shown to be detrimental to the student's studies.

### **Section 4: Reasonable Adjustment Plan (RAPs)**

- F4.1 Where a student falls under the definition of disability according to the Equality Act 2010, the College

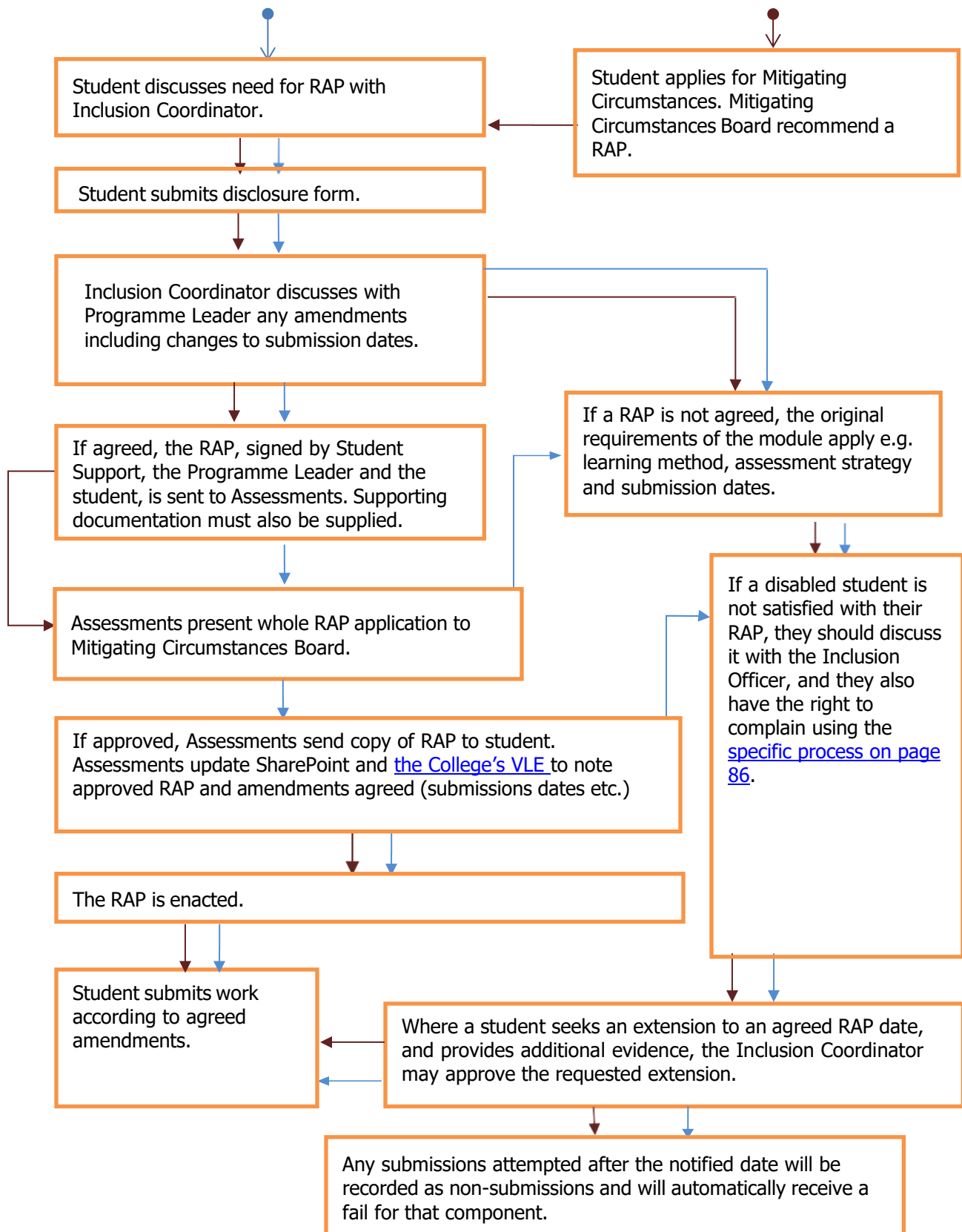
will consider any reasonable adjustments which may be required to enable them to access learning and services on an equal basis with other students. It may be necessary to make some adjustments to assessment deadlines or exam arrangements.

- F4.2 A Reasonable Adjustment Plan (RAP) is a formal, negotiated agreement designed to support a student with an unstable / degenerative, chronic physical or mental health condition. Reasonable Adjustments Plans are a planned way of supporting and assisting students with ongoing health issues and empowering them to complete their studies as far as possible.
- F4.3 Reasonable Adjustment Plans are not retrospective and do not allow for work already submitted and assessed to be reconsidered.
- F4.4 Reasonable Adjustment Plans are defined for one academic year from September to August.
- F4.5 Where a student has more complex needs, a Learning Support Plan may be drawn up with the student, more fully outlining the arrangements in place. In some cases, this will include a Personal Emergency Evacuation Plan (PEEP).
- F4.6 Where a student is the main carer for an individual with disabilities which require high levels of personal support/care, or where a student is caring/supporting an individual with a chronic/life limiting illness, a student may apply for a Reasonable Adjustment by Proxy.
- F4.7 All applications must be made to the Mitigating Circumstances Board and supported by relevant documentary evidence.
- F4.8 If a student needs any reasonable adjustments or special arrangements to be made to enable them to complete assessments or examinations, these should be discussed with the Inclusion Coordinator or Welfare Officer.
- F4.9 Subject to completion of a disclosure agreement, information about suitable arrangements will be shared with academic departments and other services. The level of disclosure to be made to any individual involved will be determined, where possible, by agreement with the student concerned in discussion with the Inclusion Coordinator or Welfare Officer.
- F4.10 Students with a RAP may apply for extensions under grounds not related to their RAP. Students with a RAP cannot normally apply for extensions using the grounds under which their RAPs were granted. Where a student holds a RAP, but seeks an extension to an agreed date, where they are able to provide additional evidence, the Inclusion Coordinator or Welfare Advisor may, approve the requested extension.
- F4.11 There are two ways for a student to receive a RAP. The student may approach Student Support to discuss a RAP. Alternatively, the Mitigating Circumstances Board can recommend that the student meets with Student Support.
- F4.12 The student will be asked to complete a disclosure form, to enable relevant information to be shared with those who will be responsible for implementing any adjustments or special arrangements, such as Module Leaders, the Assessments Team, or those involved with placements (including professional experience modules) including the work-based mentor.
- F4.13 Students should note that if they choose not to disclose a condition, the University/placement may not be able to make appropriate adjustments.
- F4.14 The Inclusion Coordinator will liaise with the relevant Programme Leader to seek their formal agreement

and advice on necessary changes to dates and the agreed changes will then be submitted to the Mitigating Circumstances Board for information. The Assessments Team are notified by the Inclusion Coordinator via the Intranet.

F4.15 In the case where a student has a degenerative or unstable condition, changes may need to be agreed to the support given at short notice. Such changes should be notified to the Mitigating Circumstances Board, under an amendment to the student's Reasonable Adjustment Plan.

## Reasonable Adjustment Process Flowchart



## **Section 5: Electronic Submissions with an ILP or RAP**

- F5.1 Once the Assessments Team have received the documentation, the deadline on the College's VLE Assignment is edited by Assessments. The student will see the new deadline on their the College's VLE Dashboard and in the College's VLE Assignment. The marking tutor will also see the revised deadline when they open the assignment to mark the regular submissions.

## **Section 6: Confidentiality**

- F6.1 Though exact details of actual meetings are generally never shared, students should be aware that the records kept may be discussed at the Mitigating Circumstances Board, and go on to inform and contextualise decisions about a student's progression.
- F6.2 A student must inform the Academic Personal Tutor/Academic Support Advisors, Programme Leader/Course Coordinator if they do not wish their details to be used in this way.

## **Section 7: General Assessment, inclusive of Assessment for Disabled Students**

- F7.1 The Equality Act (2010) requires that reasonable adjustments (also known as accommodations) are made by academic institutions to ensure that disabled people have equal opportunities to fully participate in and benefit from the learning and services available. It places a duty on public bodies (which includes Higher Education institutions) to actively promote equality of disabled students and to review policies, procedures and practices to ensure that they do not discriminate.
- F7.2 The aim of disability legislation is not to create lower standards or privileges, but to enable students to participate on an equal basis and to demonstrate their ability and potential.
- F7.3 The UK Quality Code, Part B: Assuring and enhancing academic quality, ch B3 Learning and Teaching, states:

'Equality of opportunity involves enabling access for people who have differing individual requirements as well as eliminating arbitrary and unnecessary barriers to learning. In addition disabled and non-disabled students are offered learning opportunities that are equally accessible to them, by means of inclusive design, wherever possible, and by means of individual adjustments wherever necessary.

Subjects and Programmes are required to ensure wherever possible that their learning, teaching and assessment practices are inclusive and accessible to all students and where this is not possible, to consider or propose a suitable alternative assessment item and to provide such an alternative to any student either deemed through recognised disability or demonstrative circumstances to warrant it, or may include such elements as Dictaphones, a scribe, additional time, memory aides, a computer or reader. Such alternatives must be designed to measure the same learning outcomes as the standard assessment method.'

- F7.4 The use of a limited number of quotes or other memory aids in exams, by students diagnosed with dyslexia or other specific learning difficulties, is in place in the institution.

## **Section 8: Memory Aids**

### **Principles on the Use of Memory Aids**

- F8.1 In accordance with good practice within the sector, the use of memory aids will only be allowed where they are deemed not to compromise learning outcomes.
- F8.2 Memory aids are only allowable for students where recommended in a formal diagnostic or Needs Assessment report.
- F8.3 Memory deficits, processing abilities, patterns of strengths and weaknesses within elements of memory differ for each individual and therefore memory aids will also differ according to individual need.
- F8.4 In the case of students with dyslexia or other specific learning difficulties, it is expected that they will be working with a specialist tutor to develop strategies for accommodating memory difficulties and/or deficits, however, dyslexia will affect each student to varying degrees and in different ways, and therefore, it should not be automatically expected that exam adjustments will be 'phased out.'
- F8.5 The use of a memory aid by a disabled student is not intended to give them an advantage over other students. The nature and content of a proposed prompt/aid will be scrutinized to ensure that there is no unfair advantage.
- F8.6 Consideration should be given to the use of alternative means of supporting assessment of disabled students.

### **Types of Allowable Memory Aids**

- F8.7 The needs of individual students will vary and therefore it is not appropriate to be too prescriptive. However, the following is provided as a guide, which can be applied to the majority of students for whom a memory aid is recommended.
- F8.8 Memory aids are defined as 'mind maps' or partial quotations. 'Mind maps' should be no longer than one side of A4 paper. They should not normally include actual subject content, but may include words, colours or icons which trigger memory of learning. Quotes will not be relevant to all subject areas. Only partial quotes of no more than 8 words will be allowed. A limit may be applied to the number of quotes being allowed per exam.

### **Agreement of Memory Aids**

- F8.9 It is recognised that the needs of individual students will vary and that what has been agreed for one student will not necessarily be the same in another case.
- F8.10 Disabled students using memory aids are required to produce their memory prompt in a reasonable time prior to any test (normally 10 working days).
- F8.11 The memory aid will normally be signed off by the Mitigating Circumstances Board or Chair, whose role it is to ensure that these arrangements are not unfair to other students and do not compromise competence standards.
- F8.12 Where a memory aid has been recommended as part of a diagnostic assessment, a decision to reject this adjustment without a dialogue or a dyslexia specialist to substantiate the College's position leaves the College vulnerable. The Inclusion Co-ordinator, or other appropriate member of the student support

team, will therefore be invited to the committee for the purpose of the discussion.

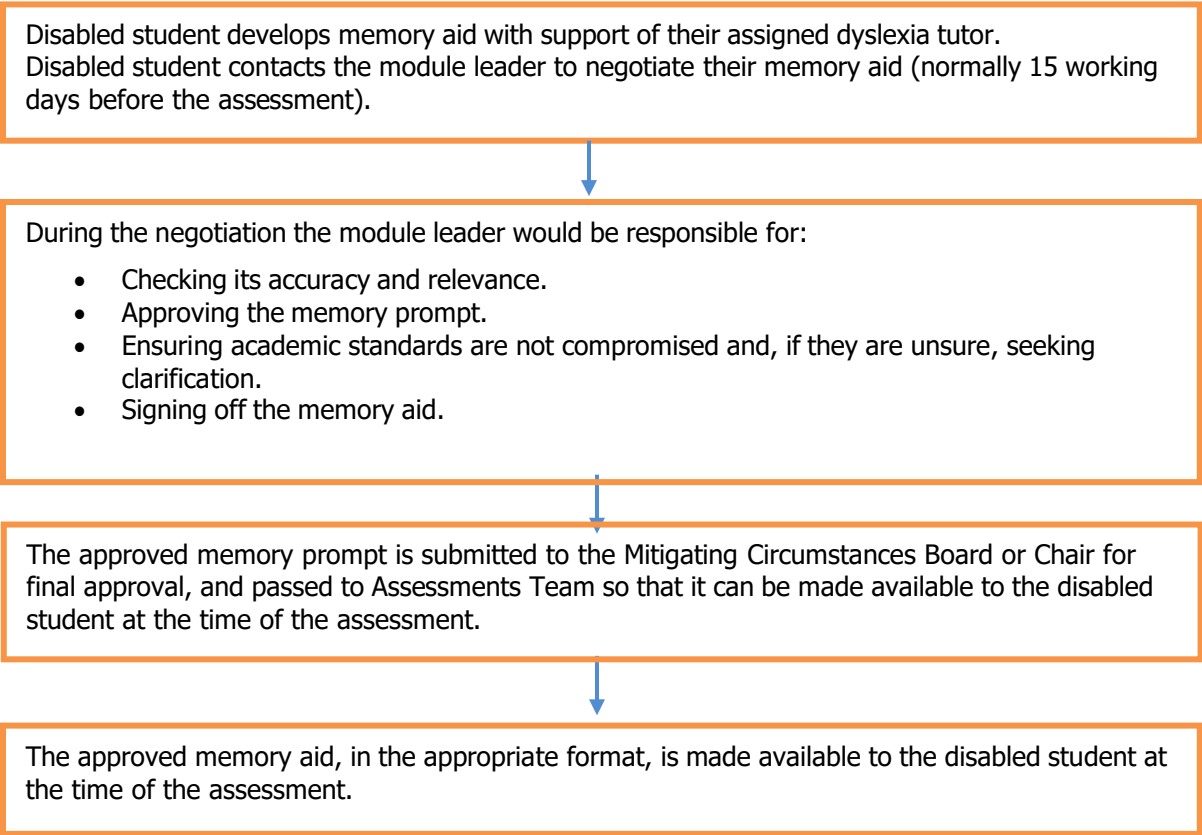
F8.13 The approved memory aid is to be submitted to the Assessment Team so that it can be made available to the disabled student at the time of the assessment.

F8.14 If an electronic version of the submitted memory aid is requested, it must be delivered in a medium appropriate to the disabled student's needs.

F8.15 Alternatives that have been used to support the assessment of disabled students, include:

- (i) A glossary/key word list for all students to reduce the need for a memory aid.
- (ii) In seen question exams, a memory support option (e.g. a sheet of A4 with an essay plan, skeleton structure or mind map).
- (iii) An oral examination (or viva voce) of the same materials covered by written examination.

**Linear diagram of the key components of the Memory Aid Process:**



(These guidelines are adapted from those produced by Dr Dave Skingsley, Curriculum Development Advisor – Disability, Academic Development Institute, Newman University)



## **PART G: PROGRESSION**

### **Section 1: Subject Assessment Boards (SABs)**

- G1.1 CRC requires that each subject and school experience/professional placement/work placement conduct a Subject Assessment Board (SAB) at the times agreed with the Quality Office.
- G1.2 All relevant external examiners are required to attend their Subject Assessment Board and to provide feedback on their findings for the year.
- G1.3 The marks considered at the Subject Assessment Board are taken forward for consideration by the Programme Assessment Board.
- G1.4 For those Subject Assessment Boards where external examiners are unable to be present, confirmation is required of the external examiner's agreement to the marks viewed and responsibility is formally delegated to the Chair for any decisions and reported to the next full meeting of the relevant Programme Assessment Board.

### **Section 2: Newman University Programme Assessment Boards (PABs)**

- G2.1 At the Programme Assessment Board, marks are confirmed and ratified by the board and relevant external examiners and decisions made on individual students.
- G2.2 Programme Assessment Boards are made up of:
- Chair (senior member of the academic staff, for example an Executive Dean/Assistant Dean of Faculty).
  - Subject Leaders/Heads of Subjects where their subject contributes to the particular programme concerned
  - The relevant subject external examiners
  - Any relevant Chief Departmental external examiners
  - Relevant Programme Leaders
  - Representatives from the Assessments and Graduation Team
  - Deputy Registrar or Quality Office staff member as Secretary to the Board.
- G2.3 The Programme Assessment Board receives the marks by overall profile including all modules, for each student, at each level of the programme concerned.
- G2.4 The members view a transcript of results which indicates the overall mark for each modules (but not the individual assessment component marks), together with a relevant recommendation code for the module. The most common codes used are detailed below:
- |    |   |
|----|---|
| P  | Pass  |
| R  | Fail/Resit/Retake required  |
| M  | Mitigating Circumstances agreed   |
| AO | Academic Offence found against student UIAcademic Offence under investigation |
| NS | Non submission of work  |
| S  | Suspended   |

W	Withdrawn
AM	Awaiting mark
OG	Ongoing module

G2.5 The Programme Assessment Board is able to view the students' full profile and therefore, using the General Academic Regulations, make decisions regarding each student.

G2.6 The range of decisions taken by the Programme Assessment Board includes:

- Award Degree, including classification
- Pass and proceed to next year of study
- Resit failed components
- Retake failed modules (that is to attend all timetabled sessions, and submit all relevant assessment items, even if previously passed)
- Retake year
- Resit failed components or retake the year
- Withdraw or retake the year
- Withdraw

G2.7 All decisions are made on the basis of evidence provided to the Board from the results agreed at the relevant Subject Assessment Boards and any recommendation of the Mitigating Circumstances Board.

### **Extraordinary Programme Assessment Boards**

G2.8 If the Chair of Senate deems that exceptional circumstances exist, an Extraordinary Programme Assessment Board may replace a Programme Assessment Board to ensure that the results for students and particularly for awards are not delayed.

G2.9 Extraordinary Programme Assessment Boards are made up of:

- Chair (Deputy-Vice-Chancellor or nominee, who is normally Executive Dean of Faculty or other senior colleague), ex officio
- The external examiner(s) for the programme(s) under consideration
- Representatives of subjects involved in the programmes of study under consideration where available
- Members of staff concerned with teaching, tutoring and providing services to the programme within the remit of the Assessment Board but not constituted members of the Board may attend meetings and have the right to speak.
- Representatives from the Assessments and Graduation Team
- Deputy Registrar or Quality Office staff member as Secretary to the Board.

G2.10 The duties of the Extraordinary Programme Assessment Board are to:

- (i) confirm the profile of marks for each student, from the approval of marks given by the relevant Subject External Examiners at the relevant Subject Assessment Boards;
- (ii) using the recommendations made by the Pre-Programme Assessment Board:
  - a) confirm progression for continuing students with satisfactory profiles;

- b) confirm degree and other exit results (including degree classifications where appropriate) for completing students who have satisfied the requirements;
- c) make decisions about students with weak profiles. This should include decisions about whether failure can be redeemed through resits or whether the profile is so weak that a student needs to repeat the year or redeem failure by retaking certain modules as a part-time student;
- d) make decisions about students with mitigating circumstances using the recommendations of the Mitigating Circumstances Board;
- e) agree the form of resit tasks for each student recommended by the Subject Assessment Board where this includes viva voce examination or any model which varies from the normal assessment method for the module, or recommend a variance of form where mitigating circumstances suggest this is appropriate;
- f) receive an oral report from the Chief Departmental External Examiner which is minuted and which flags any issues to be raised in the formal written report.

### **Section 3: Communication of Results**

- G3.1 It is a student's responsibility to ensure that they access their results following the Programme Assessment Boards in February, June/July and August / September. This will normally be done through the Quercus portal or through communication by the Academic Office. The communication will include details of the right to appeal, and transcript, together with details of resits required.
- G3.2 As CRC programmes of study are validated by Newman University, confirmation of the ratification of results/awards by the University will be provided by the college to the students when received.

### **Section 4: Transcripts**

- G4.1 A formal Record of Achievement will be produced for each student for each year of their programme after the Programme Assessment Boards have met in the summer. The transcript will provide the information required under the Bologna Diploma Supplement Agreement and will indicate the modules taken and give details of any failures.
- G4.2 Under the Bologna Diploma Supplement Agreement all transcripts include the title, mode of study and length of programme, the student's name, date of birth and unique student identifier. The transcript must also indicate the principal language of study.
- G4.3 Further information in the form of explanatory notes must also either accompany the transcript as a separate page, or be printed on the reverse side of the transcript. These explanatory notes explain the credits and levels of the Higher Education system in England and Wales, together with classifications, exemptions, validation details and contacts for further information.
- G4.4 Students completing their awards are also provided with a Higher Education Achievement Report (HEAR) which provides details of all marks, assessments types, award, professional body status and any additional verifiable activities.

## **Correction of Marks**

- G4.5 On receipt of their transcript, students are expected to check their marks for any possible anomalies. Should a student believe that a mark indicated for a coursework component is inaccurate, they are required to write to the Assessments and Graduation Team with full details and to enclose a copy of the feedback sheet concerned.
- G4.6 If the mark is incorrect a new amended transcript and letter will be sent to the student. Where such a change is required, it will be formally reported at the next available Programme Assessment Board.

## **Section 5: Progression within Newman University (including CRC Students)**

- G5.1 Overall, a student's progression must be subject to satisfying all conditions and requirements of the particular programme of study being followed leading to a named award and subject to the maximum duration of registration or the award concerned.
- G5.2 No student may normally progress to level 6 of their award, carrying outstanding modules failures or requirements from level 4.
- G5.3 Students undertaking professional programmes, particularly ITE programmes, are expected to pass the relevant professional elements and may be delayed in progressing between years if professional elements are not passed.
- G5.4 Students with 50% or more failed modules at the end of semester one will be warned on their progress and are normally required to meet with a designated member of academic staff.
- G5.5 Students may not be offered resits following the semester two boards where more than 50% of their modules have been failed, instead a retake of the failed modules may be required.
- G5.6 Students are considered under the following categories by the Programme Assessment Board in terms of their progression of learning. The Board's decision may be that the student:
- (i) proceed to enrol on the next level of their programme,
  - (ii) proceed with their studies to the next level of their programme but must retrieve any outstanding failed elements or module at the next opportunity (resits with or without penalty),
  - (iii) be required to withdraw,
  - (iv) students with failed school experience elements/modules may not proceed with their studies until the relevant element/module has been passed,
  - (v) may not enter Level 6 of their studies with any level 4 credits outstanding,
  - (vi) be required to suspend and/or register as a part-time student (if currently registered as a full-time student).
- G5.7 After the results of module assessments have been confirmed by the relevant Programme Assessment Board, an individual student will automatically be entitled to the award achieved on the criteria listed in the Regulations, subject to satisfying any specific requirements of the programme of study on which the student is registered.
- G5.8 The specific decisions currently recommended through Programme Assessment Boards are detailed below:

- (i) **Pass and Proceed:** All items of assessment have been submitted and have achieved the relevant pass mark (or compensated pass for elements within the module and the module has achieved an overall mark of least 40%), with the student clear to proceed to the next stage of their programme of study. The pass mark for undergraduate programmes is 40%, and 50 for Postgraduate/Masters programmes.
- (ii) **Resit:** Student is allowed to proceed to the next stage of their programme of study but is also required to resit outstanding components (the relevant results codes will indicate if this is with penalty (for a maximum of 40% for undergraduate programmes and 50% for postgraduate/Masters programmes) or without penalty as mitigating circumstances has been approved.

A date for submission of the resit/examination will be agreed and the number of resits already taken (if applicable) in the module noted.

- (iii) **Retake Year (By Student's Request):** If a student has only a small number of failures from their year of study, a request from the student (as opposed to the Programme Assessment Board) will normally be refused, unless the student can demonstrate through the mitigating circumstances process that their entire academic year was affected by mitigating circumstances (including provision of supporting documentation).

A student retaking a year does not retake modules which have already been passed. A student is permitted only one retake year during their programme of study. Full fees will normally be payable by the student for any retake year. Students are not permitted to retake a module, or a year of study, in order to improve their academic classification.

- (iv) **Retake Year (College's Decision):** The student is required to retake the year of study.
- (v) **Final Year Fail, Resit or Retake:** As above or retake failed modules or accept lesser award as detailed on the transcript.
- (vi) **Resit or Retake:** Student allowed to resit (as above) but with a recommendation from the Board that the student returns as a part time student to retake the modules failed. To retake the module requires that the student attends all timetabled sessions, undertakes all directed hours and submits all assessment components, even if a component (but not the module) has been passed previously.
- (vii) **Withdraw:** Where the Board considers it not to be in the interest of the student or the public purse, a requirement of withdraw may be made.
- (viii) **Defer to Next Board:** Defer to the next meeting of the Board. This should normally be used for those students who have suspended their studies or who are taking a module assessment at a later agreed date (for example those students with ILPs).
- (ix) **Defer for Confirmation via Chair's Action:** Where a query is raised in relation to a student's marks or position, the Board may agree to defer a decision, pending the receipt of the necessary information and for the Chair to agree the appropriate action outside the meeting.

## **Section 6: Reassessment**

- G6.1 A student will be deemed to have passed a module on undergraduate programmes on obtaining a mark of 40% or more in each component (or subject to the rule of Compensated Pass), subject to any criteria specified by the Subject Assessment Board concerned as to how the mark is to be calculated (e.g. by specifying the relative weighting of coursework, examination or other components) and any other conditions (e.g. the minimum marks to be required in each component); marks between 39.5% and 40% inclusive will be regarded as 40% for these purposes.
- G6.2 For levels 4 and 5, where a student has submitted an item of coursework and failed, the student will be required to resubmit the same task, using feedback received to improve the submission.
- G6.3 Where the original submission was made in hard copy, students are required to submit a marked hard copy of their previous assignment. If the resubmission does not include the original failed item, it will normally be considered as a further fail.
- G6.4 Where the original submission was made electronically, the marked submission will already be stored on the College's VLE and accessible to staff, and therefore does not need to be submitted alongside the resubmission.
- G6.5 Students who fail a coursework assessment through non-submission or who have successfully applied for mitigating circumstances will be required to resit.
- G6.6 There is no requirement for students to resubmit their original piece of work alongside any resit item at level 6.
- G6.7 At level 4 and level 5, for those students who attended but failed an examination, reassessment will also be by resitting the original examination paper during the next resit period advised. Students' papers may be made available through the subject area, and feedback and marks are made available either through the College's VLE or the Registry Office.
- G6.8 Those who fail to attend an examination, including those with mitigating circumstances, will be required to resit the examination.
- G6.9 A student will have the right to be reassessed in any failed module(s) subject to the limitations below.
- G6.10 Students may redeem failure through the following reassessment opportunities:
- (i) resitting the failed component(s) without re-registration on that module
  - (ii) where required or advised by the Programme Assessment Board, retaking the complete module and all its assessments.
- G6.11 Reassessment (whether by resit or retake) of a module or component must normally be completed within the two academic years following the original failure in that module.
- G6.12 Students are normally expected to resit at the first opportunity. Non-submission will count as a fail, unless a student has had approval, through application to the Assessments Team, to defer their reassessment.
- G6.13 If a student wishes to exceptionally defer a resit offered to the next resit date, they must inform the Assessments Team in writing no later than the date specified on the resit letter. Such an action may

prevent the student from progressing to the next year of their studies and in the case of final year students, will mean that they will **not** be eligible to attend graduation.

- G6.14 Where a resit is required for a School Experience or other item of work placement, it may be necessary for the resit to be taken out of sequence, which in turn could delay the expected completion date for the student's programme by a term / semester. Students may only defer their resits once.
- G6.15 Students will normally be offered a second resit opportunity, except for professional programmes where there are specific exceptions. For Foundation Year students (commencing their studies from the start of the 2019/20 academic year onwards), a second resit opportunity may mean that they carry resits into the first year of their three-year degree (at the end of their Foundation Year). These resits must be successfully passed by the end of year one of the three year programme.
- G6.16 The second resit opportunity is at the discretion of the Programme Assessment Board which may decide not to offer it in some circumstances e.g.:
- (i) The student has not complied with previous instructions of the Programme Assessment Board, such as meeting with the Programme Leader, Coordinator, Academic and Professional Tutor, Head of Subject or Academic Support Advisor or attending central support sessions
  - (ii) The student has failed to take advantage of resit support arranged within the subject or programme, such as tutorials or workshops
  - (iii) The student is already carrying a burden of failure in excess of the percentage deemed by the Programme Assessment Board to be retrievable within an appropriate timescale
  - (iv) The student is not deemed 'in good standing' by virtue of poor attendance, a breach of academic integrity or other reason.
- G6.17 Some programmes of study may include attendance requirements. Failure to meet these attendance requirements may require a student to retake a module, or a semester or year of study.
- G6.18 Where failure in a placement module – either school placement or other work placement – is on the grounds of a serious breach of professional values, resit or retake will not normally be permitted. The decision will be taken by the relevant Programme Assessment Board, including the appropriate Programme Leader and advised by the relevant placement co-ordinator. The usual right of appeals will apply. Further information about appeals are found below and are available the Intranet.
- G6.19 Students undertaking a work or school placement are also subject to the relevant professional requirements specified by their programme, and are required to abide by the Fitness to Practise Policy.
- G6.20 Where circumstances warrant, the Academic Director may suspend a student from placement and invoke the Fitness to Practise Policy. A Fitness to Practise panel may be called which will consider if a student is fit to practise. Any student found unfit will be withdrawn from their placement with immediate effect and this will normally be deemed a failure with no right of resit.
- G6.21 Where students are failing their school experience module, the student is offered the opportunity to discuss their failure with the relevant external examiner.
- G6.22 It is the student's responsibility to ensure that they take the appropriate action to redeem any failures.

## **Resitting**

- G6.23 If a module is failed (where the mark is less than 40% overall, or where an assessment component mark within a module at level 4 or 5 is less than 35% or less than 40% at level 6, for undergraduate modules or less than 50% for Master's Level (level 7) modules), all components with a mark below 40% (50% for taught Master's programmes) must be reassessed.
- G6.24 Those students who have received a recommendation from the Programme Assessment Board for 'Resit without Penalty' will be eligible to resit.
- G6.25 Resits with or without penalty are not eligible for extensions. Resits with or without penalty are not eligible for the late submission allowance.**
- G6.26 For the purpose of reassessment a student may resit the assessment without re-registering on the module(s) concerned.
- G6.27 CRC retains the right to assess the student on the prevailing syllabus without the right to further tuition.
- G6.28 For some modules attendance at all or part of the module may be an essential requirement; in such cases the module may be expressly specified by the subject team (or equivalent) as excluding the possibility of resits for students who have failed and who cannot meet the requirements without further attendance. In such circumstances recovery from failure will normally require attendance at all or part of a future offering of the module. Such exclusion will be contained in the module information and will apply equally to all students.
- G6.29 No resits can be taken unless authorised in advance by the Programme Assessment Board.
- G6.30 For a resit component the relevant result code will indicate if this is with penalty (for a maximum of 40% for undergraduate programmes and 50% for postgraduate programmes), or without penalty if mitigating circumstances has been approved.
- G6.31 When any module is discontinued, there will normally be two opportunities for resit assessments at times specified by the College; there will be no opportunity for an assessment by retake with re-enrolment on the discontinued modules.
- G6.32 Unless there are strong reasons to the contrary the resit will normally be carried out by the same combination of written examination, coursework etc. as in the first attempt, unless specified otherwise in the relevant Assignment Brief, though the particular components to be resat by each student may be determined by the Programme Assessment Board concerned.
- G6.33 Normally a maximum number of attempts at any module will be three, the initial attempt and two resits.
- G6.34 Failure to submit work or to attend an examination or other form of assessed work will be deemed as a failure and counted as an attempt.
- G6.35 With School experience and other professional placements there is only one opportunity for resit allowed for the entire programme, with the exception of where mitigating circumstances has been granted.
- G6.36 All students will have the right to resit an examination or resubmit an assessment component of



coursework which is deemed a failure as long as they are deemed to be in 'good standing' with CRC.

- G6.37 Any student against whom disciplinary action has been taken, or who has been found guilty of a breach of academic integrity, will not be deemed to be in good standing with the College.
- G6.38 Students who have persistently ignored requests to attend discussions on their progress, or ignored the requirements of previous boards, may also be deemed not in good standing and may not be offered the opportunity to resit.

### **Electronic Resits**

- G6.39 On the College's VLE a resit assignment is created for each student entitled to a resit. Students will see the College's VLE resit assignments on the College's VLE Dashboard and on their the College's VLE pages, with the resit link available three weeks prior to the resit submission date.
- G6.40 Tutors will also see on the College's VLE pages if a student on that module has a resit and will receive an email when a student submits to a resit assignment.
- G6.41 Resits will not be anonymised since tutors will need to view the original submission and the feedback given.

### **Retaking of Module(s)**

- G6.42 For the purpose of reassessment a student may be required to retake the complete module(s), provided that the module has **not** been passed, by re-registering on the module at the next available opportunity. This may require the student to repeat a year of study before proceeding to the following year of his/her programme.
- G6.43 The right to retake a module by re-enrolment is subject to the module or a direct equivalent still being offered by the College. Where a module is no longer available, a direct equivalent of a larger size may be offered as part of a negotiated diet of modules to be agreed with the student where possible.
- G6.44 Complete reassessment in all components will normally be required when a module is retaken (including any component previously passed), with the original marks being erased from the student's record.
- G6.45 Students are not permitted to retake a module, or a year of study, in order to improve their academic classification.
- G6.46 In those instances where a student has retaken a single module twice and exhausted all available resit opportunities, the student will be required to undertake an equivalent or negotiated module in place of the original module, should the Programme Assessment Board be in support of the student's continuation on their programme of study.

## **Section 7: Academic Appeals (Representation against an academic decision)**

- G8.1 A student who is not satisfied with a mark ratified by a Programme Assessment Board may submit an academic appeal following the Boards or may consider the College's Student Complaints Procedure. Remarks are not available.

- G8.2 Appeals against decisions made by the Programme Assessment Board include those decisions made by the Board on the recommendation of the Mitigating Circumstances Board. As the Mitigating Circumstances Board is a sub-board of the Programme Assessment Board, no appeals should be made directly to the Mitigating Circumstances Board.
- G8.3 The College's Academic Appeals Procedure applies to all students who are enrolled on all courses offered by CRC. If not satisfied, students may apply to the Newman University Appeals process.
- G8.4 Appeals against academic integrity decisions and discipline panels do not come under these guidelines and students should refer to the Student Disciplinary Procedures.
- G8.5 In those cases where examination or assessment performance has been genuinely affected by adverse personal circumstance, students should always advise the Assessments Team as soon as possible. The University has a process for enabling its Programme Assessment Boards to take mitigating circumstances into account.

## **PART H: AWARDS**

### **Section 1: Procedures**

- H1.1 All awards to the College's students are made by Newman University.
- H1.2 All stages leading to the conferment of an academic award will be subject to well-defined procedures and Regulations.
- H1.3 Proper security of records will be maintained at all times.
- H1.4 Great care will be exercised in making certain that each student's personal details and academic record are accurate.
- H1.5 The holding of a conferral ceremony requires the approval of the Vice Chancellor of Newman University.

### **Section 2: Registration of Students**

- H2.1 An academic award, other than an honorary award, will only be conferred on a person who participated in the course to which it relates as a student of Newman University.
- H2.2 Any student upon whom an academic award is to be conferred will, therefore, have been properly registered in accordance with the procedures determined by Newman University.

### **Section 3: Conditions of Award**

- H3.1 Each award will be made in accordance with the requirements of the particular course and programme of study to which it relates, as specified in Newman University Regulations and in any additional Programme Regulations.
- H3.2 Where a student becomes eligible for an award by completing part of a longer course the interim qualification is normally neither awarded nor conferred unless the student subsequently fails or withdraws from the next stage of the course. This includes the following:
  - (i) Certificate of Higher Education (CertHE) and Diploma of Higher Education (DipHE) within a degree course
  - (ii) a Degree stage when the student is continuing to study for Honours in the subsequent year;
  - (iii) a Postgraduate Certificate or Postgraduate Diploma within Master's courses.
- H3.3 The provisions above do not preclude a student from leaving the College with an award and applying to return at a later date to upgrade to a higher award, where such procedures exist within the structure of the course concerned; if a student returns in this way within 12 months of completing the course for the lower award the procedures above will normally apply.
- H3.4 Only modules from the students current or most recent (if applicable) period of study will be used in calculating any interim or final award unless recognition of prior learning (including internal transfers) has been approved through the RPLP and Transfer process.
- H3.5 The Awards Ceremony (Graduation) is the process whereby awards recommended by Assessment

Boards and examiners for research degrees are conferred. Awards cannot be conferred other than at a duly constituted Awards Ceremony, and certificates therefore cannot be issued before the award has been thus conferred.

- H3.6 Acceptance of an award conferred at a duly constituted Awards Ceremony, whether in person or not, implies agreement to the award and any classification or other endorsements attached to it.
- H3.7 Invitation to an Awards Ceremony is at the discretion of Newman University and those students classified as debtors to Newman University by its Finance Office, may not attend the ceremonies, nor students classified as not in good standing with the College.
- H3.8 All other students who have completed by the Assessment Boards in June/July will normally be eligible to attend. Students who have successfully completed their programme of study by the September Resit Boards may also be deemed eligible to attend gradation in the same year.
- H3.9 Students that have been formally withdrawn from their programme of study by the University as the result of a breach of academic integrity, who are eligible for an exit award, will not be invited to attend the Awards Ceremony, unless sanctioned by the Vice-Chancellor.
- H3.10 Where designated, students attending the Awards Ceremony for the confirmation of an award are required to wear the appropriate academic dress as advised in their invitation.

#### **Section 4: Honours Classification**

- H4.1 To calculate an Honours classification a student must have completed all the necessary module requirements, in both content and number of credits at each level of study.
- H4.2 In the case of a student attempting fewer credits than the number required to determine a classification percentage, (for example if a student has withdrawn from a module), a zero mark will be assumed for each module not attempted, unless credit has been given for prior learning in which case the paragraph below will apply.
- H4.3 In the case of a student who entered the College with advanced standing, or who has been credited with modules for prior learning, the number of module (credit) results used to calculate a classification percentage as specified above, will be reduced and the denominator will be such that the maximum classification percentage attainable would be 100.
- H4.4 Any entitlement to a classification, merit or distinction, may be set aside at the discretion of the Programme Assessment Board in the light of findings of an Academic Integrity Panel following a case of academic irregularity; the Programme Assessment Board may also award a Pass Degree to a candidate for Honours in such circumstances, and may fail a student who has otherwise passed the programme concerned.

#### **Section 5: Valid Reasons for Poor Performance and Aegrotat Awards**

- H5.1 If it is established to the satisfaction of a Programme Assessment Board that a candidate's absence, failure to submit work or poor performance in all or part of an assessment for an award was due to illness or other cause found to be valid on production of acceptable evidence, the Board concerned may act as follows on the recommendation of the Mitigating Circumstances Board:

(i) The candidate will be given the right to be reassessed as resit without penalty in any or all of the assessment components, as specified by the Programme Assessment Board.

- H5.2 When a Programme Assessment Board is satisfied that there is enough evidence of the candidate's achievement, or such evidence is subsequently obtained, the candidate may be recommended for the award, with or without Honours classification or Distinction as appropriate; in order to reach a decision, the Board concerned may assess the candidate by whatever means it considers to be appropriate.
- H5.3 An Aegrotat award may be offered when a Programme Assessment Board does not have enough evidence of a candidate's performance to be able to recommend the award of the University being sought or a lower award specified in the course Regulations, but is satisfied that but for illness or other valid cause the candidate would have reached the standard required for that award.
- H5.4 Normally at least half of the study for the academic year must have been completed in order for an Aegrotat award to be made on the basis of that work; in the absence of this amount of work the student should normally be considered for the next lowest award for which they have completed sufficient work.
- H5.5 Aegrotat awards do not carry any classification or distinction, though where a student has been considered for an Honours degree the award may be offered either as an Aegrotat Degree or as an Aegrotat Degree with Honours in the judgement of the Programme Assessment Board above; in the case of an Aegrotat degree with Honours no honours classification is awarded.
- H5.6 Aegrotat awards do not carry any recommendation for professional qualifications such as QTS.
- H5.7 In the circumstances described above, the candidate must have signified in writing a willingness to accept the award and understand that this normally implies waiving the right to be reassessed under mitigating circumstances.
- H5.8 A candidate who, having been offered an Aegrotat award, elects instead to resit without penalty and fails or does not attend without good reason, may not claim the Aegrotat but may be re-examined for an award.
- H5.9 The Programme Assessment Board will decide on the particular form any reassessment should take. Options will include viva voce examination, additional assessment tasks designed to show whether the candidate has satisfied the course objectives, review of previous work, or normal assessment at the next available opportunity. The student, however, must not be put in a position of unfair advantage over other candidates; the aim must be to enable the student concerned to be assessed on equal terms.
- H5.10 There is no provision for an Aegrotat pass on individual modules.

## **Section 6: Posthumous Awards**

- H6.1 Awards may be made posthumously on the basis of work completed by a student. Any evidence submitted in support of a case must be such as to make it clear that the candidate had been or would have been likely to have been successful in the full set of assessments for the award. All work completed by students who have died must be marked, moderated and considered in the normal way.

- H6.2 In making a recommendation for a posthumous award the Programme Assessment Board must comply with the Regulations and recommend as appropriate:
- (i) an award without Honours classification or Distinction as appropriate
  - (ii) an award with Honours classification or Distinction as appropriate
  - (iii) an Aegrotat award without Honours
  - (iv) an Aegrotat award with unclassified Honours.
- H6.3 If a posthumous Aegrotat is being considered the Programme Assessment Board will expect the same amount of work to be available for a posthumous award as for a non-posthumous Aegrotat.
- H6.4 If a Programme Assessment Board does not feel able to recommend any of the awards above, it must then consider the student for the posthumous award or posthumous Aegrotat award of any qualification for which the student was eligible on the basis of successfully completed earlier stages on the course (CertHE, DipHE etc.), and recommend accordingly.
- H6.5 Any recommendations from a Programme Assessment Board for a posthumous Aegrotat award under the above must be accompanied by a statement of the marks gained and the justification for the award; the report must be made to the Deputy Registrar and is subject to the approval of the Vice Chancellor as Chair of Senate.
- H6.6 An award conferred posthumously will normally be indicated as such, where possible, in the lists of students presented to an Awards Ceremony, but will not be indicated on the student's certificate.
- H6.7 There is no provision for a posthumous award to be turned down by any persons acting on behalf of the deceased student; the provisions specifying willingness to accept an Aegrotat award, do not apply in the case of posthumous Aegrotat awards.

## **Section 7: Transcript**

- H8.1 A transcript will be provided to all students who have successfully completed any element(s) of a programme of study leading to an academic award of the University.
- H8.2 The transcript will carry the following information, together with all other requirements of the Bologna Supplement:
- (i) full name of the student
  - (ii) list of module results
  - (iii) a note of unusual circumstances (e.g. withdrew from course on [date])
  - (iv) title and classification of any final award, with dates.

## **Section 8: Higher Education Achievement Report (HEAR)**

- H9.1 All students successfully completing their award will also receive a Higher Education Achievement Report (HEAR), which is designed to provide greater detail on the programme studied, details of all modules (including the type of assessment and individual component marks) taken.

- H9.2 It is a national requirement that the HEAR includes any fail marks, the number of attempts taken to pass a module and any academic offences.
- H9.3 Section 6 of the HEAR also records (if applicable) any additional roles, (such as a Course Representative), that students have undertaken in addition to their studies.

### **Section 9: Certificate of Award**

- H10.1 The certificate of each award granted to a student will carry the following information in a format determined by Newman University.
- (i) the name of Newman University and its Coat of Arms
  - (ii) the full name of the student
  - (iii) the name of the academic award
  - (iv) the title of the programme of study followed by the student
  - (v) the date of the conferment of the award
  - (vi) the classification of the award.
- H10.2 Replacement certificates may be requested from the awarding institution and will incur a standard fee.
- H10.3 In those instances where a graduate requests a certificate to be reissued to reflect a change of name, due to an OIA ruling, personal security reasons or identifying as transgender or following gender reassignment, the standard fee will not be charged. Evidence of the legal name change will be required by the University.

### **Section 10: List of Awards**

- H11.1 Newman University may confer the following awards for Christ the Redeemer College:

#### **Undergraduate Certificates and Diplomas**

Certificate of Higher Education (CertHE) Certificate of Higher Education with Merit Certificate of Higher Education with Distinction

Diploma of Higher Education (DipHE) Diploma of Higher Education with Merit Diploma of Higher Education with Distinction

#### **First Degrees**

Bachelor's Degrees

Bachelor of Arts (BA) Bachelor of Science (BSc)

Bachelor's Degrees with Honours (including Top Up Awards)

Bachelor's Degree (BA) with Honours, First Class

Bachelor's Degree (BA) with Honours, Upper Second Class (2.1) Bachelor's Degree (BA) with Honours, Lower Second Class (2.2) Bachelor's Degree (BA) with Honours, Third Class

## **Taught Master's Degrees**

Master of Arts (MA)

Master of Business Administration (MBA)

Taught Master's Degrees may also be awarded with Merit or Distinction

## **Honorary Awards**

Honorary Master's Degrees

Master of Arts (Hon MA) Master of Education (Hon MEd), Master of Business Administration (MBA)

Honorary Doctorates

Doctor of Business Administration (Hon DBA) Doctor of Education (Hon DEd)

- H11.2 All awards may be awarded as an Aegrotat. All awards may be made posthumously. Aegrotat awards, whether awarded posthumously or not, do not carry Distinctions or Honours Classification, even if awarded with Honours.
- H11.3 New awards must be submitted for approval by the University Senate. Courses being presented for approval which propose new award designations must have the prior approval of the University Senate.
- H11.4 The Senate may approve particular variant titles and abbreviations for restricted use on specific courses without this requiring that they become generally available; such variants will not normally require separate definition, provided the criteria are defined in the relevant course documents. Specific approval by the Senate is required for every new use of such variants.

## **Section 12: Revocation of Awards**

- H12.1 Awards by Newman University are made in good faith.
- H12.2 Where it is suspected or there is evidence that a student has been admitted to the College having provided fraudulent information and/or documentation, an internal investigation will be conducted, which will be led by a senior member of staff.
- H12.3 The investigation may include the findings of an enquiry conducted by another legitimate organisation such as a professional and regulatory statutory body, a government department, etc.
- H12.4 The results of the investigation must be submitted to the Academic Director who will make a decision based upon the collated information and advise the Rector on whether the student should have their enrolment nullified.
- H12.5 Should a student have their enrolment nullified, all academic achievements earned as a result of their fraudulent admission will be null and void, and any credits or award revoked.
- H12.6 The student will have no right of appeal against the outcome of an investigation leading to the nullification of their enrolment and the subsequent revocation of any credits of award.



- H12.7 The revocation of an award is permitted where a student is found subsequently to have plagiarised. However, provision will be made for the award-holder to present any mitigating circumstances and to be represented.
- H12.8 On rare occasions, an award may be conferred on a student in error. In these cases the University is permitted to correct the error and revoke the award. This may, or may not, also involve nullification of enrolment. Where it does not, the credits earned by the student shall stand as will any award to which they are entitled under the Academic Regulations.
- H12.9 Individuals who have their awards revoked will be required to return their certification, including any transcript, supplements etc. to Assessments and Graduation.
- H12.10 Any statement by an individual falsely purporting they have been conferred with academic credit and/or an award/classification from Newman University when it has been revoked, never achieved or the person has not been a student at Newman University, will be regarded as deliberate fraud and leave them open to legal action and may lead to their original qualification being revoked.
- H12.11 The revocation of any award which also carries professional registration / recognition will be reported to the appropriate professional body. A narrative will be added to the student record to indicate action taken. The final results notification letter will be annulled.
- H12.12 However, a complete record of the students' achievement will be retained for future reference and to permit reinstatement of the record should the decision have been reached in error (for example, wrong identity).
- H12.13 Where enrolment is nullified, a 'registry block' will be placed on the student record to indicate future enquirers that they need to refer to the narrative.
- H12.14 Any verification requests or references will be referred to the Registrar.

## **PART I: COMPLAINTS PROCEDURE**

### **Section 1: Introduction**

- I1.1 The College regards a [complaint](#) as any expression of about our action or lack of action, or about the standard of service provided by or on our behalf. The [Student Complaints Procedure](#) is operated in accordance with the equality and diversity policies of the College

### **Section 2: Complaints Procedure for Applicants and the General Public**

- I2.1 Applicants or members of the general public who wish to make a complaint should raise the matter in accordance with the Complaints Procedure for Applicants and the General Public which is available from the [CRC Website](#) or in hard-copy from the Quality Office.
- I2.2 Where the complaint by an applicant related solely to an admissions decision, a senior academic member of the College will be asked to review the case to ensure that the decision has been taken in line with the College's [Admissions Policy](#). Unless there has been a clear breach of the policy, an academic decision taken about an application will be considered to be final.
- I2.3 For complaints solely related to the College assessment for support for disabilities, a separate process applies. Details of this process are found later in this section.

### **Section 3: Complaints Procedure for Students (General Information)**

- I3.1 Students who wish to make a complaint should raise the matter in accordance with the Complaints Procedure for Applicants and the General Public which is available from the [CRC Website](#) or in hard-copy from the Quality Office.
- I3.2 This Procedure applies to applicants to, and students who are enrolled on, all courses offered by Christ the Redeemer College. It is also available to students for three months after they have left the College.
- I3.3 Students are required to follow the College's complaints procedures in the first instance. If issues remain unresolved through the College complaints procedures, then the Newman University's complaints procedure may be invoked.
- I3.4 Complainants are advised to always seek information resolution of the complaint before invoking the formal Complaint Procedure. Where a complaint is found to have been brought with frivolous, vexatious or malicious intent, this may itself prove grounds for disciplinary action against the complainant.
- I3.5 Where complaints are raised on behalf of students by solicitors or trade union representatives, the College reserves the right to correspond directly with any student who is currently enrolled at the College.
- I3.6 Complaints cannot be raised by staff about the behaviour of students. This will be dealt with under the College's [Student Disciplinary Procedures](#). Equally, students cannot raise complaints about the behaviour of other students.
- I3.7 If students feel that they have been subject to harassment or other unacceptable behaviour from fellow students, details can be sent to the Registrar who will consider whether the regulations stated within

the [Student Disciplinary Procedures](#) have been breached and action may be taken accordingly.

#### **Section 4: Complaints Procedure (Arrangements/Reasonable Adjustments to Disabled Applicants/Students)**

- I4.1 This process is separate from the main complaints process, as it intends to provide a fast-track process for applicants/students with a concern regarding College support for their disabilities.
- I4.2 A copy of the complaint form should be downloaded and the form completed with it clearly highlighted that the complaint relates to the above.
- I4.3 In considering the complaint a formal panel will be convened, which will normally include an external expert. All documentation, including the initial external assessors report will be provided to both the Panel and the student for full consideration of the complaint.
- I4.4 The panel will meet with the student and it is expected that the outcome will be reported to the student, informally on the day of the Panel. A deadline of 28 working days for the process within the University will normally be applied.
- I4.5 If applicants/students are dissatisfied with the initial outcome of this process, they may apply to the DSA Exceptional Case Process.
- I4.6 If applicants/students are dissatisfied having been through the DSA Exceptional Case process, they may then make a complaint to the Office of the Independent Adjudicator. This is a free service to students and details are available on the [OIA website](#).

## **APPENDICES**

### **APPENDIX ONE: DEFINITIONS**

#### **Academic Appeal:**

A request for the review of a decision of a Programme Assessment Board. A Programme Assessment Board is an academic body which makes decisions relating to student progression, assessment and awards. An Academic Appeal can only be made by a student of the University or a student of an institution in partnership with the University where the student is studying on a programme validated by the University.

#### **Academic Policies:**

The principles and standards that prescribe the course(s) of action for an aspect of the academic regulations. Staff and students must adhere to these.

#### **Student Support Officers:**

Student Support is a dedicated service to assist students on Single and Joint Honours Degree programmes with pastoral or personal concerns that are affecting their studies.

#### **Assignment Briefs:**

Assignment Briefs provide students with detailed information of their assessment, including marking criteria and submission deadlines. All [VLE](#) module's pages require this information. Assignment Briefs are required for all modules, whatever method of submission is being used, and are completed together with instructions for all modules. The information from Module Leaders for each module is requested annually.

#### **Capstone Module:**

This will most commonly be a 40-credit written dissertation but may also be a studio-based exhibitions or a Work-based project (and which may be 20 credits rather than 40). It is also possible for some Joint programmes in the portfolio to require students to undertake two "capstone" pieces of work such as an exhibition and a dissertation. The mark from this module will not be used as part of the consideration rule for classification.

#### **Complaint:**

The College regards a complaint as any expression of about our action or lack of action, or about the standard of service provided by or on our behalf. A Complaint relates to the specific treatment of an individual and is different from crucial feedback about a programme which is welcomed by the College as part of its quality assurance process. A Complaint can be made by a student, an applicant or a member of the general public.

#### **Coursework:**

Coursework may comprise the submission by due date of written work which is the student's own composition; written work which is the outcome of group collaboration; presentations and written work from presentations or other performative assessment; log or lab books, diaries, portfolios or other collections of materials, dissertations, reports and projects. Any item of assessment not taking the form of an examination may be

defined as coursework.

### **Credit:**

The notional number assigned to each module to indicate the student effort required. 1 credit is considered equivalent to 10 hours of student effort.

### **Electronic Submission:**

Electronic submission refers to online submission of student work via the [VLE](#) Assignment activity, or other designated service.

### **Examinations:**

All time-limited exercises that are supervised and taken under exam conditions (e.g. such as formal timed examination sessions organised centrally and class tests).

### **External Examiners:**

Each subject/programme has an appointed External Examiner, who acts as impartial and independent advisor. External Examiners play a crucial role in the quality assurance processes of the College, through ensuring that the academic standards of those awards validated by the University are appropriate, achievable and comparable with those of other Higher Education Institutions. External Examiners attend Subject and Programme Assessment Boards and provide Annual External Examiner's Reports.

### **Good standing:**

Any student against whom disciplinary action has been taken, or who has been found guilty of a breach of [academic integrity](#), will not be deemed to be in good standing with Christ the Redeemer College. Students who have persistently ignored requests to attend discussions on their progress, or ignored the requirements of previous boards, may also be deemed not in good standing and may not be offered the opportunity to resit.

### **Interruption of Studies:**

This is where a student has requested the opportunity to interrupt (suspend) their studies.

### **Institutional/College Suspension:**

In some very rare cases, either relating to Fitness to study, Fitness to Practice or Student Misconduct policies, the College may require a student to be suspended from the College. Such a suspension is provided in a formal communication to the student and normally requires that the student does not enter the campus for the period of the suspension.

### **Levels of Study:**

The academic standard of each module, including the standard of its assessment, is designated as being at a certain level, as specified in the QAA Framework for Higher Education Qualifications.

## **Mitigating Circumstances:**

Circumstances which happen beyond the control of a student, that either have an impact on their performance during an assessment or prevent them from undertaking the assessment at the scheduled time. If these events are unforeseeable and exceptional, they may be classed as mitigating circumstances by the [Mitigating Circumstances Board](#).

## **Moderation:**

The purpose of moderation is to confirm that the range of grades awarded by the marker is appropriate. It is distinct from independent marking by two members of staff (double marking), a practice used for the marking of projects and dissertations (unless required by a professional body).

Moderation is required internally at all levels and externally (through the use of [external examiners](#)) at those levels which contribute to the award classification.

## **Module:**

A unit of study which has defined learning aims, an assessment requirement and a specified number of credits awarded upon successful completion.

## **Module Data Set (MDS):**

Module Data Sets replace the requirements for each module to have a Module Handbook (Module Leaders may of course produce additional information), and includes all validated module information in a standard format. This includes University level information such as regulations, how to appeal, the library catalogue, etc. (provided via the 'University Information' tab on all [VLE](#) course pages).

## **Negotiated Module:**

### **i. Undergraduate Programmes**

In some circumstances, a [Programme Assessment Board](#) may recommend that a student replace a module with an agreed negotiated module. Such modules must satisfy the aims of a module which is specified as part of the programme and be considered as an appropriate activity as part of the programme. Such arrangements will require the specific approval of the Subject Leader, Programme Leader and the Programme Assessment Board who must be satisfied that the student's total programme meets the aims.

A student may, subject to the approval of the Programme Leader and the relevant Programme Assessment Board, take negotiated modules up to a maximum of 40 credits per level of study.

### **ii Master's Programmes**

A student may, subject to the approval of the Programme Leader and the Masters Programme Assessment Board, take up to two negotiated modules (totalling up to a maximum of 60 credits).

## **Non-Written Assessment:**

Items such as school experience, placement, performance, seminar contributions, displays and presentations.

## **Personal Tutor System:**

All subjects designate Personal Tutors to assist students with pastoral or personal concerns that are affecting their studies.

## **Programmes of Study:**

The complete set of modules undertaken by a student leading to a specified award.

Certificate level represents the standard designated as equivalent to that of study at level 4 of an honours degree programme.

Intermediate level represents the standard designated as equivalent to those of study at level 5 of an honours degree programme. Grades achieved on modules at this level will be used towards degree classification. Level 5 also represents the standard designated as the final level of study for Foundation Degrees. Grades achieved on modules at this level will be used to calculate merit and Distinction awards for Foundation Degrees.

Honours level represents the standards designated as equivalent to those of study at level 6 of an honours degree programme. Grades achieved on modules at this level will be used towards honours classification.

Top Up programmes usually provide a specific diet of modules, which students must take, and may normally differ from the full award (those modules completed at levels 4, 5 and 6).

Level 7 represent the standards appropriate to taught postgraduate Master's programmes.

Most programmes of study have a common structure, which includes both yearlong and trimester long modules.

## **Resit:**

The opportunity to resit the assessment for any failed component(s) or a module. The result code will indicate if this is with penalty (for a maximum of 40% for undergraduate programmes and 50% for postgraduate programmes), with fees (if a non-submission) or with [mitigating circumstances](#) approved ('resit without penalty').

Normally a maximum number of attempts at any module will be three, the initial attempt and two resits.

## **Resit without Penalty:**

'Resit without Penalty' means a resit without the payment of the relevant fee, and for the full mark achieved (i.e. not capped at 40%). Resits with or without penalty are not eligible for extensions. Resits with or without penalty are not eligible for the late submission allowance.

## **Retake:**

Retaking a module requires that the student attends all timetabled sessions, undertakes all directed hours and submits all assessment components, even if a component (but not the module) has been passed previously.

Should a student be retaking a year of study, only modules that have not already been passed can be retaken.

Normally a student is only permitted one retake year during their programme of study and a student is not permitted to retake a module, or a year of study, in order to improve their academic classification.

### **Quercus Attendance and Engagement Monitoring:**

Quercus is a cloud-based software system used to gather attendance and engagement data, and present this information back to students and staff. The College gathers attendance data via an electronic register on Quercus completed by staff.

As a conscientious student-centred institution CRC believes it should respond when aware of any difficulties that a student might be facing with attending classes or engaging with their studies. If a student is having such difficulties, the University's aim is to identify that early on and help the student get back on track with their course.

Quercus enables the College to check student's attendance, and see the times when VLE was accessed or books borrowed from the library. From this data, the College can recognise if a student might be in need of extra support, allowing the College to work pro-actively to assist students in their studies.

Further guidance on Quercus is available on the VLE including guidance on how to download the Quercus mobile App.

### **Specific and General Credit:**

For [Recognition of Prior Learning \(RPLP formerly known as APL/APEL\)](#) purposes, [credit](#) is described as specific or general. General credit is given for the number and level of credits only. Specific credit is related to a specific module or modules.

### **Subject:**

A group of modules relating to one area of study forming either a whole or part of a programme.

### **Virtual Learning Environment (VLE):**

Web-based platform to support learning and teaching within an educational setting. This is where module learning resources and activities can be found.

### **Viva Voce Examination:**

A viva voce examination is an oral, rather than written, examination.



## **APPENDIX TWO: STUDENT LIFE**

### **Health and Wellbeing**

During the period of study, students are required to keep CRC informed of any on-going circumstances which affect their programme of study, such as continuing illness, or external responsibilities.

If a student has a long-term health condition, they are encouraged to register with a local GP practice.

If a student is unable to attend due to illness, they are required to telephone their school office each day before 10.30am. If a student's illness lasts longer than five working days (seven days, including weekends, in total), they are required to see a doctor and obtain a copy sick note for College records. Students on school or work placement must also contact their school / work placement as soon as possible on the day of illness.

Where students become ill and it is likely to last for longer than three weeks, students are required to contact the College and inform the College of their situation.

If returning to study/professional placement, students may also be required to provide evidence of their fitness to return to practice.

All students are also subject to the College's [Fitness to Study Policy and Procedures](#), and where appropriate, dependent on programme requirements, the College's [Fitness to Practise Policy](#). These are available on the VLE and [CRC Website](#)

The College also follows nationally agreed guidelines in relation to student maternity, on issues related to study, health and safety and finance.

Students are responsible for their own health and well-being and not looking after themselves can have an adverse impact on others. If a student feels that his/her personal circumstances are seriously affecting his/her ability to prepare for, or take part in an assessment, they should seek a deferral using the [Mitigating Circumstance Process](#).

Students are encouraged to familiarise themselves with Student Support Services by reading the Student Support Services information on the VLE or visiting them in person.

There may also be other circumstances whereby student request the opportunity to be absent from their studies (including placements) for other well-being related reasons, and in particular the death and or funeral of a close member of their family or friends.

In terms of definition, the College recognises that family may not always mean those to whom the student is directly related but also those who play or have played an important role in the student's life.

The College will seek to support students seeking absence due to circumstances as noted above. However, where a student is on placement, and in particular those placements on professional programmes, the student must also follow the regulations and policies of the placement provider, which may provide a different definition in relation to close family and these placement provider regulations will take precedent.

### **CRC Support Services**

Sometimes students find that things do go wrong for them. The important thing is to contact a member of staff. In particular students should make use of the [Academic Support Advisors / Academic and Professional Tutors \(APT\)](#), Programme Leaders/Coordinators, Executive Deans of Faculty, the Student Support Centre, Students' Union and The College Chaplain.

[Academic Support Advisors](#) can assist with extensions, mitigating circumstances, as well as providing support and guidance.

A student's Programme Leader/Coordinator can also provide assistance on all of the above.

## **Electoral Registration**

We expect all students to be registered on the electoral register in their places of residence. Students may click on the following link to register: [link to Government Register to Vote website](#).

## **Smoking Policy**

As part of its continuous review of health and safety matters, the College has considered the current evidence of the health risks associated with passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke. The College seeks to maintain a healthy and comfortable study and working environment for staff, students and visitors by the revision of its smoking policy.

The College operates a total ban on smoking throughout the College campus, front entrance, site and in College vehicles with the exception of externally placed smoke shelters.

This Policy applies to all staff, students, visitors and contractors and is part of the College's commitment to the health, safety and wellbeing of its staff and students. The College's Smoking Policy also applies to external companies/organizations occupying space within the College and this should be reflected in all lease agreements with such companies.

## **Lost Property and Theft**

The College cannot, in any circumstances, accept responsibility for the loss of private property left or lost on College premises. Any lost property is kept for a reasonable length of time at the Security Storage for students to collect.

## **Pregnancy, Breastfeeding and Nappy Changing Facilities**

The College has a [Student Pregnancy and Parenthood Policy](#) to ensure the support of any student who becomes pregnant during their programme of study (please contact Student Support for full details of the policy).

The College has a legal responsibility, under the [Equality Act \(2010\)](#): "to ensure that they do not penalise students who miss examinations or [coursework](#) deadlines because of pregnancy and maternity, including pregnancy related illness or appointments". The definition of maternity includes all stages of pregnancy and up to 26 weeks after the birth of a child.

If a student wishes to change mode, suspend or withdraw due to pregnancy they should refer to the [Change of Circumstances](#) section.

Nappy changing facilities are available within toilets in the Harrow Campus Building.

### **Children Accompanying Students to Timetabled Sessions**

Christ the Redeemer College operates a formal policy on children accompanying students to timetabled sessions. Further information is available on the VLE.

### **Fire Alarm Testing**

At midday every Thursday there is a regular test of the fire alarm throughout the College. If the alarm lasts for longer than a few seconds, or sounds at any other time, please vacate the premises and go to the nearest evacuation point.

## **APPENDIX THREE: - FRIENDLY FLOWCHART DESCRIPTIONS**

### **Suspension Process**

1. Student logs on to Quercus and prints Suspension form. (Location 'Student page', 'Change of Circumstances box')
2. Student takes form to meeting with Programme Leader/Coordinator to discuss decision.
3. EITHER:
  - a. Decides to continue with suspension. Programme Leader/Coordinator signs form. GO TO STEP 4.
  - OR
  - b. Decides not to suspend. Student destroys form and continues study.
4. Completed form must be submitted by student to Registry Support Team.
5. On receipt, Registry Support Team date stamp form.
6. EITHER:
  - a. **The date of suspension will be deemed to be the date on which Registry receives a completed Suspension Form. This applies to all full-time students.**
  - OR
  - b. Suspension form actioned and SLC (Student Loan Company) informed of Suspension date. GO TO STEP 7.
7. If a student suspends from their programme, they will be liable to pay a percentage of their course fees dependent upon the suspension date. 25% is payable at enrolment (with a 14-day cooling off period), a further 25% at the start of January and remaining 50% at the start of April, for those enrolling at the start of the academic year.
8. Student no longer has access to the College's internal IT systems

### **Returning to Study after Period of Suspension**

1. During the summer Registry contact suspended student in writing to ask if they plan to return to study in the next academic year.
2. Student must respond confirming their plan.
3. If a student does not return after two years of suspension they will be automatically withdrawn.
4. EITHER:
  - a. Return to study. GO TO STEP 5. OR
  - b. Request a second year of suspension. GO TO STEP 10.
5. Students will normally be expected to resume studies at the start of an academic year, although a return at terms 2 or 3 may also be considered, where the programme allows.
6. Completion of any professional requirements before re-enrolment, e.g. DBS (Criminal records check),
7. Student to contact Programme Leader/Coordinator to discuss any preparations for return.
8. Student to enrol at the start of the term.
9. Students may be required to complete outstanding assessment by resit of any assessment component/s or by retake of modules, as determined by the [Programme Assessment Board](#).
10. If requested a second year of suspension, the College may give permission for students to suspend their studies for up to one academic year, and exceptionally, for up to two years. The University does not guarantee that the same programme will be available for the student to return to after

suspension of studies. A second year of suspension can only be granted once.

11. If the second year of suspension is approved, student will be contacted again the following summer.

### **Withdrawal Process**

1. Student is required to meet with a member of staff to discuss withdrawal and other possible courses of action. Student applies for withdrawal by submitting to Registry a printed-out form from Quercus signed by Programme Leader. Date of Withdrawal is the date Registry receives the completed form.
2. Allowance of 3 working weeks for student to cancel their application to withdraw.
3. THEN ONE OF THREE OPTIONS:
  - a. Student withdraws. GO TO STEP 4.
  - b. Student withdraws, but after the three-week grace period, wants to return. Student must reapply using the appropriate admissions processes.
  - c. Student cancels the withdrawal process within the deadline and continues with their studies.
4. Student is notified of any completed [credits](#) which could be transferred through RPLP, and of any exit award.
5. A student that formally withdraws by 31st July and is eligible for an exit award will be invited to Graduation the same year.
6. A withdrawn student is not permitted, except under exceptional mitigating or proven financial circumstances, to apply for any course at the College for three years after withdrawal date.

### **Extension Approval Process (for individual assessments and where the whole group is seeking an extension for a group assessment)**

1. Student applies via the online extension application form.
2. Request should be made before the submission deadline, with supporting evidence.
3. Student has supplied suitable evidence in support of the request?
  - a. **Yes.** GO TO STAGE 4.
  - b. **No.** GO TO STAGE 7.
4. ASA/Programme Coordinator completes extension form, including new date of submission (max 3 weeks)
5. Student will receive confirmation of the new submission deadline, and the VLE submission deadline will change accordingly
6. If a hardcopy submission is to be made to Registry, the student must retain a copy of the form to present with the submission (END OF PROCESS)
7. If student has not supplied suitable evidence in support of the request, student advised to use the [Mitigating Circumstances Process](#)
8. Student unable to submit by the extended date

### **Mitigating Circumstances Process**

1. Student advised to or wishes to apply for [mitigating circumstances](#)
2. Completes form with supporting evidence (for help on the process see ASA/ Programme Coordinator or Assessments Team)
3. Submits form and supporting evidence to Assessments Team

4. Application considered by Mitigating Circumstances Board/Chair of the Board or by the Assessments Team (for applications approved clerically)
5. Decision of Mitigating Circumstances Board or Assessments team (for applications approved clerically) confirmed to student. This will be one of five decisions:
  - a. Request accepted. Student resits without penalty during the next resit period
  - b. Request accepted. Student resits but mark is capped due to earlier non-submission/failure/academic offence
  - c. Request not accepted; standard resit applies. Appeal processes available following [Programme Assessment Board](#)
  - d. Recommendation student is granted a RAP / ILP (see RAP diagram)
  - e. Request for further evidence to be provided

## **Reasonable Adjustment Process**

### **- With application for Mitigating Circumstances**

1. Student applies for Mitigating Circumstances. Mitigating Circumstances Board recommend a RAP.
2. Student discusses need for RAP with Inclusion Coordinator.
3. Student submits disclosure form.
4. Inclusion Coordinator discusses with Programme Leader any amendments including changes to submission dates.
  - a. If agreed, the RAP, signed by Student Support, the Programme Leader and the student, is sent to Assessments. Supporting documentation must also be supplied. GO TO STEP 5.
  - b. If a RAP is not agreed, the original requirements of the module apply e.g. learning method, assessment strategy and submission dates. If a disabled student is not satisfied with their RAP, GO TO STEP 6.
5. If approved, Assessments send copy of RAP to student. Assessments update SharePoint and VLE to note approved RAP and amendments agreed (submissions dates etc.). GO TO STEP 7.
6. If a disabled student is not satisfied with their RAP, they should discuss it with the Inclusion Officer, and they also have the right to complain using the specific process (END OF PROCESS)
7. The RAP is enacted. Then EITHER:
  - a. Student submits work according to agreed amendments. OR
  - b. Where a student seeks an extension to an agreed RAP date, and provides additional evidence, the Inclusion Coordinator may approve the requested extension. Then EITHER:
    - i. Student submits work according to agreed amendments. OR
    - ii. Any submissions attempted after the notified date will be recorded as non-submissions and will automatically receive a fail for that component.

### **- Without application for Mitigating Circumstances**

1. Student discusses need for RAP with Inclusion Coordinator.
2. Student submits disclosure form.
3. Inclusion Coordinator discusses with Programme Leader any amendments including changes to

submission dates.

- a. If agreed, the RAP, signed by Student Support, the Programme Leader and the student, is sent to Assessments. Supporting documentation must also be supplied. GO TO STEP 4.
  - b. If a RAP is not agreed, the original requirements of the module apply e.g. learning method, assessment strategy and submission dates. If a disabled student is not satisfied with their RAP, GO TO STEP 5.
4. Assessments present whole RAP application to Mitigating Circumstances Board.
- a. If approved, Assessments send copy of RAP to student. Assessments update SharePoint and [VLE](#) to note approved RAP and amendments agreed (submissions dates etc.).
    - i. If a disabled student is not satisfied with the RAP, GO TO STEP 5.
    - ii. Otherwise GO TO STEP 6.
  - b. If a RAP is not agreed, the original requirements of the module apply e.g. learning method, assessment strategy and submission dates. If a disabled student is not satisfied with their RAP, GO TO STEP 5.
5. If a disabled student is not satisfied with their RAP, they should discuss it with the Inclusion Officer, and they also have the right to complain using the specific process (END OF PROCESS)
6. The RAP is enacted. Then EITHER:
- a. Student submits work according to agreed amendments. OR
  - b. Where a student seeks an extension to an agreed RAP date, and provides additional evidence, the Inclusion Coordinator may approve the requested extension. Then EITHER:
    - i. Student submits work according to agreed amendments. OR
    - ii. Any submissions attempted after the notified date will be recorded as non-submissions and will automatically receive a fail for that component.

### **Linear diagram of the key components of the Memory Aid Process**

1. Disabled student develops memory aid with support of their assigned dyslexia tutor. Disabled student contacts the module leader to negotiate their memory aid (normally 15 working days before the assessment).
2. During the negotiation the module leader would be responsible for:
  - a. Checking its accuracy and relevance.
  - b. Approving the memory prompt.
  - c. Ensuring academic standards are not compromised and, if they are unsure, seeking clarification.
  - d. Signing off the memory aid.
3. The approved memory prompt is submitted to the Mitigating Circumstances Board or Chair for final approval and passed to Assessments Team so that it can be made available to the disabled student at the time of the assessment.
4. The approved memory aid, in the appropriate format, is made available to the disabled student at the time of the assessment.