

Higher Education Academic Regulations

2018/19

These academic regulations apply to those students studying on Open University programmes with the Hull College Group that enrolled up to August 2018 and also those students studying a Hull College Group degree.

For those students who are studying with the University of Huddersfield please refer to the Academic Regulations for this institution which are available as a link on the VLE.

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SECTION A –

GENERAL HE REGULATIONS

HE ACADEMIC REGULATIONS

1. General

1.0 These Regulations are made under the Articles of Governance of the College.

1.1 These Regulations are the College's Academic Regulations governing its Higher Education courses. All other regulations and policies of the College take effect subject to these Regulations and shall be interpreted and applied consistently with them.

1.2 These Regulations:

- (a) Establish the conditions under which an individual is entitled to pursue an HE programme of study at the College.
- (b) Provide for the adoption of specific HE programme and award regulations.
- (c) Identify the extent of, and limits to, a candidate's entitlement to use the facilities of the College.
- (d) Establish the powers of Boards of Examiners and provide for the conduct of assessment and for academic review and appeals.
- (e) Establish the powers to penalise candidates for Unfair Means Practice.

1.3 These Regulations apply to:

- (a) Individuals who have formally applied to be admitted as an HE student of the College.
- (b) Individuals who have received an offer from the College to be admitted as an HE student of the College.
- (c) All enrolled HE students of the College.
- (d) All HE students who have temporarily interrupted their studies at the College.

- (e) Individual students of the College, who are registered as a candidate for an award from the relevant awarding body.

2. HE Qualifications

2.1 The College has adopted the following HE Academic Framework which specifies the range of qualifications and level of credit accrued. This framework complies with the framework for Higher Education Qualifications in England, Wales and Northern Ireland which including credits and academic level associated with each award is given below:

Award Qualification	FHEQ Qualification Level	Overall number of credits required	Levels of credit required	Notes
Certificate of Higher Education (CertHE)	4	120	120 at level 4	Equivalent to the first third of an honours degree or one half of a Foundation Degree
Diploma of Higher Education (DipHE)	5	240	120 at level 5 120 at level 4	Equivalent to the first two-thirds of an honours degree
Foundation degree (FD)	5	240	120 at level 5 120 at level 4	
Ordinary Bachelor's degree (BA, BSc, BEng)	6	300	60 at level 6 120 at level 5 120 at level 4	
Bachelor's degree with honours (BA (Hons), BSc (Hons))	6	360	120 at level 6 120 at level 5 120 at level 4	

BEng				
Professional Graduate Certificate of Education	6	120	60 at Level 6	Awarded in conjunction with QTS
Postgraduate Certificate (PgCert)	7	60	60 at Level 7	Available as an exit qualification
Postgraduate Diploma (PgDip)	7	120	Minimum 120 at level 7	Available as an exit qualification
Master's degree (MA), (MSc), MArch	7	180	Minimum 180 level 7	

The College is currently an awarding body for Foundation Degrees only and therefore the range of programmes leading to other qualifications are subject to approval by the relevant awarding body.

Full-Time & Part-Time Study

- 2.2 Students studying 120 credits in an academic year shall be registered as full-time.
- 2.3 Students studying fewer than 120 credits in an academic year shall be registered as part-time.
- 2.4 A UK credit value is twice its European Credit Transfer (ECT) equivalent (e.g. a 20 UK credit module equates to 10 ECT credits)

3. Admission

3.1 Admission is the decision by which the College agrees to allow an individual to enrol as a student of the College to follow a programme of study at the College.

3.2 The College will determine the standards of attainment that any applicant shall be required to achieve in order to be admitted to a particular programme of study:

- i) is likely to fulfil the learning outcomes of the course/programme of study;
- ii) is likely to achieve the standard of the award:
- iii) fulfils any stated course/programme entry requirements

or

- iv) An applicant may be granted exemption from certain elements of the programme or be awarded specific credit where s/he achieved an equivalent level of knowledge or skills. Any exemption or allocation of specific credit will be determined in accordance with the procedure for the Accreditation of Prior Learning and Prior Experiential Learning Procedure.

3.3 The entry requirements for all programmes will be confirmed at validation and revalidation and will be specified in the relevant Programme Specification, prospectus and UCAS entry profile. Individual entry requirements will be aligned with any admission criteria required by the awarding body, and/or Professional, Statutory or Regulatory Body (PSRB) associated with the validated programme as appropriate.

3.4 Applicants whose first language is not English will need to have attained an IELTS score of 6.5 in written and spoken English or have an equivalent qualification. Individual courses may require a higher score providing it is clearly specified within the course entry requirements.

3.5 All entrants to Higher Education programmes are required to have a Secure English Language Testing Certificate or equivalent English Language qualification.

- 3.6 Admission to some courses may be dependent on a successful interview, audition or submission of a portfolio of work, and Disclosure and Barring Service (DBS) check.
- 3.7 Relevant details of any selection process will be made available to applicants prior to application.
- 3.8 An individual seeking admission to a programme of study provided at the College shall act in good faith and shall disclose any fact that is material to the College's decision to admit the individual as a candidate. An applicant shall not mislead the College, or allow the College to be misled in respect of any part of his or her application for admission.
- 3.9 The Group reserves the right to refuse admission to an applicant who has not fulfilled the entry requirements referred to in 3.2.
- 3.10 Applicants who are dissatisfied with the way their application has been processed may appeal under the Appeals Relating to Admissions Decisions Procedure by writing to the Head of HE Quality and Registry. Appeals must be received within four weeks of the admissions decision.

4. Enrolment

- 4.1 Enrolment establishes an individual's status as a student of the College.
- 4.2 Enrolment is the agreement between the College and the student whereby:-
 - (a) The College provides a programme of study for the student and makes available to the student the other academic services and facilities associated with that programme of study.
 - (b) The College, where appropriate, registers the student as a candidate for an award with a relevant awarding body or one of its own awards where it is the awarding authority.
 - (c) The College recommends conferral of an award for which the student is registered where the candidate satisfies the Board of Examiners of his or her entitlement to receive that award.

- (d) The College agrees to be bound by these Regulations.
 - (e) The student undertakes to pay the fee for the programme of study and any other charges levied by the College relating to the programme of study and the provision of other academic services and facilities associated with the programme.
 - (f) The student undertakes to do anything else required by the College and agrees to be bound by the regulations relating to following a programme of study, receipt of other academic services and use of facilities associated with a programme of study.
 - (g) The student undertakes to be in attendance at the College, delivery site or learning venue according to the requirements of their programme of study.
- 4.3 An individual is not enrolled as a student unless the College has received a properly completed Learning Agreement that is signed by both the student and an authorised member of staff.
- 4.4 It is the responsibility of an individual to enrol as a student of the College.
- 4.5 Students will need to re-enrol from time to time. Re-enrolment is the formal renewal of the Learning Agreement between the College and the student. Normally, re-enrolment shall take place on or around the anniversary of the student's first enrolment to a particular programme of studies.
- 4.6 Where an eligible student fails to re-enrol within four weeks of the specified re-enrolment date and with no contact between the student and college, this shall be treated as a termination by the student of his or her enrolment and will extinguish the College's obligations to the student. A student who has failed to re-enrol may be considered for re-admission to the programme of study at a later date as long as the regulations permit them to do so.
- 4.7 An individual who is not enrolled as a student of the College shall not be allowed to follow any part of a programme of study of the College, or to access any other provision provided by these regulations.

4.8 A student may be enrolled to a programme of study on a full-time or a part-time basis subject to the mode of study being validated and available.

5. Registration and Period of Registration

5.1 Registration is the recording of an individual's candidacy for an award.

5.2 A student who is enrolled on a programme of study leading to an award shall, where relevant, be registered by the College as a candidate for that award including:

a) An individual who is enrolled by an institution authorised by the College to offer a programme of study leading to an award shall complete his or her registration as a candidate for an award.

b) An individual registered as a candidate for an award shall only be eligible for that award where the Board of Examiners is satisfied as to his or her entitlement to receive that award.

5.3 The minimum and maximum periods of study/registration permitted for programmes shall be the normal period of study as stipulated in the programme requirements plus three years.

6. Attendance

6.1 Full-time and part-time students are expected to attend the College, or site of learning on a regular basis, as specified by and according to the requirements of the programme of study. It is a requirement that all HE students attend for at least 87% of the planned sessions, otherwise this may affect the enrolment status and student finance of the student.

6.2 Where a student is not in attendance and made no communication with the College, the College may suspend or terminate the student's enrolment. The College shall act fairly in taking such a decision to ensure communication of decisions have taken place between both parties.

7. Suspension of Studies

- 7.1 A student may apply to the College to suspend his or her studies for a specific period of time.
- 7.2 Unless valid mitigating circumstances apply, a student would normally be expected to return to their programme of study in the following academic year, at the point in the teaching or assessment calendar equivalent to when study was previously suspended. Academic judgement may be exercised when deciding upon the relevant point of return to study.
- 7.3 A student returning after a suspension of studies shall enrol only upon those modules not previously assessed, or where reassessment has been agreed by the Board of Examiners. Any assessments already completed will be carried forward.
- 7.4 The College cannot guarantee that changes to a programme of study will not be made during a student's period of suspension. Where changes have occurred, the relevant Board of Examiners may make arrangements as appropriate in order to provide an opportunity for completion of an agreed programme of study.
- 7.5 During a period of suspension of studies the student and the College remain bound by these Regulations.
- 7.6 Where a student has formally suspended their studies, the period of suspension will not normally be included for the purposes of calculating their maximum period of registration.
- 7.7 The period of suspension is normally no more than one year, with a maximum two years, under exceptional circumstances. However this may be subject to more restrictive requirements of validating or professional bodies according to exceptions documented within the validated programme specification.
- 7.8 The Board of Examiners may, except where restricted by professional body requirements, agree on an exceptional basis, to extend a student's registration beyond that set out in the programme documentation. Exceptional extensions must be notified to, and recorded by the HE Quality and Registry.

8. Change of Studies

- 8.1 A change of studies occurs when a student transfers his or her enrolment from one programme of studies to another.
- 8.2 A student may only change his or her studies with the agreement, given on academic grounds, of the relevant Academic and Registry staff and where the timing of such a change is not prejudicial to the academic progress of the candidate. The transfer of a student must be notified to, and recorded by, HE Quality and Registry.
- 8.3 No student may change from one programme to another unless it is clear that they have adequate opportunity to complete all the assessments on the new programme in the teaching session assigned to the current cohort of students on that programme level.
- 8.4 In allowing a student to change his or her studies, the College does not give the student an undertaking that the student shall be entitled to support from any financial sponsor to pursue the new programme of studies.

9. Termination of Enrolment

- 9.1 Termination of enrolment brings to an end a student's enrolment at the College and ends a candidate's registration.
- 9.2 An enrolment is terminated when a student completes a programme of study and either has an award conferred by the Board of Examiners or the Board of Examiners decides that the student is ineligible for an award.
- 9.3 A student may terminate his or her enrolment prior to the completion of a programme of study. Any obligations incurred between the College and the student, prior to the termination of enrolment, remain binding.
- 9.4 Where allowed by these Regulations, the College may terminate a student's enrolment. In so doing, the College shall exercise reasonably the powers provided by these Regulations and follow a procedure that treats the student fairly.

SECTION B -

HE ASSESSMENT REGULATIONS

HE ACADEMIC REGULATIONS

10. Assessment Regulations - General

10.1 These Regulations provide the general regulations for the appointment of internal and external examiners, the principles for the assessment and examination of the academic performance of candidates, the maintenance of the College's academic standards in assessment and comply with the regulations of the relevant awarding body.

10.2 The marks and grades awarded by examiners are a matter of academic judgement for those examiners. Marks and grades ratified by a Board of Examiners cannot be questioned or appealed.

10.3 Where not elsewhere provided for by the College's Regulations, the Chair of the Academic Board, or nominee, is competent to act to ensure fairness to a candidate in the operation of the College's assessment procedures in such matters as the conduct of Boards of Examiners and, the conduct of review and the conduct of academic appeals. This competence is limited to procedural matters and does not extend to substantive decisions on assessment or the exercise of academic judgement in respect of assessment.

10.4 Any variation to the specific academic requirements for the relevant award regulations (Section C) must have the prior approval of the HE Academic Board.

For awards accredited by professional, statutory or regulatory bodies candidates must fulfil the requirements or progression and conferment of an award and any further requirements for accreditation specified by the professional and statutory body.

10.5 All assessments shall be conducted in the English language, except where otherwise indicated by the validation of a programme of studies.

11. Board of Examiners

- 11.1 Boards of Examiners shall determine a candidate's entitlement to and eligibility for progression and receipt of an award.
- 11.2 Boards of Examiners shall have responsibility for setting all assessments for candidates and for approving the timing of assessments.
- 11.3 The proceedings of Boards of Examiners are confidential.
- 11.4 No decision of a quorate Board of Examiners, acting within its approved terms of reference, may be modified by any authority within the College except as provided by the Academic Appeals Procedure or in the event of an annulment of a formal assessment or in the case of an error based upon inaccurate information.

12. Assessment Arrangements, Extensions and Penalty for Late or Non-Submission of Assessed work

- 12.1 Boards of Examiners shall ensure that the arrangements for the assessment of candidates are consistent with the assessment framework determined by and specified at validation.
- 12.2 Assessment arrangements for candidates with additional requirements identified through the College's support services for candidates with disabilities shall be approved by the Boards of Examiners. Special arrangements in assessment for students with disabilities will be notified to, and recorded by the HE Registry.
- 12.3 Students are required to present themselves for examinations at the times and places specified by the Board of Examiners. Absence or non-submission shall result in failure unless mitigating circumstances, accepted by a Board of Examiners apply. Mitigating circumstances will be notified to, and recorded by the HE Registry, and must be formally accepted by a Board of Examiners.
- 12.4 Students are required to submit coursework at the times and places formally notified to them. Procedures for the submission of coursework shall be approved by the Board of Examiners, and notified by HE Quality and Registry.

- 12.5 Students are required to keep an electronic copy of any text-based coursework until three months after receiving formal notification of the results. This may be requested by an academic member of staff in cases of suspected unfair practice.
- 12.6 Non-submission of coursework shall result in failure of the coursework concerned unless mitigating circumstances, accepted by a Board of Examiners, apply. Students shall keep all returned assessments until after the final assessment of the award and must re-submit any work to authorised staff if required. Non-submission of coursework may be taken into consideration when considering a students' active engagement with a programme of study.
- 12.7 Individual students may request extensions to deadlines for the submission of coursework which may be approved by the relevant Programme Leader in accordance with the mitigating circumstances: extension and mitigation process. Programme Leaders have authority to grant extensions for up to 10 working days. Any student who has been unable to submit their assignment at all or within the required deadline may apply to the Mitigation Panel.
- An extension of a coursework submission deadline may not be given after the original submission date.
- 12.8 Extensions of coursework submission deadlines may only be given where mitigating circumstances would be likely to be accepted when there is demonstrable evidence of it having adversely affected the student's preparation for or performance in assessment.
- 12.9 Late submissions, whether measured against an original or formally extended deadline, shall be penalised.

If you are a student that first enrolled onto your programme of study before up to August 2015, a penalty of 5% from a candidate's total achieved marks will be applied for each day the assignment is late. After a period of five working days a mark of zero will be recorded.

The standard interpretation of this regulation shall be that a penalty of 5% per day of the marks achieved by the student will be applied to late work after the

agreed extension has elapsed. Work that is more than five working days late, without extension or mitigation, or after an agreed extension has elapsed shall be awarded a mark of zero.

If you are a student that first enrolled onto your programme of study in and after September 2015, a penalty of 10% from a candidate's total achieved marks will be applied for each day the assignment is late. After a period of five working days a mark of zero will be recorded.

The standard interpretation of this regulation shall be that a penalty of 10% per day of the marks achieved by the student will be applied to late work after the agreed extension has elapsed. Work that is more than five working days late, without extension or mitigation, or after an agreed extension has elapsed shall be awarded a mark of zero.

12.10 Provision for Viva Voce Examination

Exceptionally, viva voce examinations may be offered by a Board of Examiners (with the approval of the External Examiner), this may be for one of the following reasons:

- a) to confirm the progression/result status of a student;
- b) to determine the result status of unusual or borderline cases;
- c) when there is conflicting evidence from the various assessment components:
- d) As an alternative or additional assessment in cases where poor performance in assessment is the result of exceptional circumstances verified through due processes.

12.11 Candidates shall observe the rules for the conduct of examinations published by the HE Registry and contained in these Regulations.

12.12 Any member of staff or other person appointed as an invigilator shall observe the rules for the invigilation of examinations published by the HE Registry.

13. Progression

- 13.1 A student shall not progress from one year or level of their programme of study to the next until the Board of Examiners is satisfied that the candidate is eligible to proceed. Such a decision shall be communicated formally to the candidate by the Registrar. In the absence of such communication, a candidate cannot assume that progression has been approved.

14. Annulment of Formal Assessments

- 14.1 In addition to the provisions for annulment arising from appeals against decisions of Boards of Examiners, HE Academic Board may recommend annulment of assessment in whole or in part if it is found that a serious irregularity has taken place in the conduct of the assessment, or if force majeure has prevented or seriously impaired the participation of a group of candidates in the assessment. This recommendation will be subject to ratification by the relevant awarding body.

15. Opportunities for Retrieval

- 15.1 The individual Award Assessment Regulations provide the right to retrieve failure in assessment and describe the conditions under which such a failure may be retrieved.
- 15.2 Having applied the Award Assessment Regulations, any retrieval of a failure at final level determined by the Board of Examiners should normally take place within one year of the failure and within the maximum period of registration of the award.
- 15.3 Where a student has been assessed for an award and the Board of Examiners has recommended the student can be awarded only a lower award and has made no provision for the candidate to be reassessed for the original award, the student cannot subsequently attain the original award with the same title via an alternative mode of study.
- 15.4 A candidate has no automatic right to be reassessed in a programme or elements of a programme that are no longer current. Where a candidate cannot be reassessed in the same elements the Board of Examiners may make

appropriate arrangements for assessment, in order to provide an opportunity for completion of an agreed programme of study. In making such arrangements the Board of Examiners must ensure that any reassessment opportunity is compatible with the academic standards required by the award.

16. Mitigating Circumstances

- 16.1 Mitigating circumstances are exceptional and frequently, but not always, unforeseen circumstances beyond a student's control, which may have had a serious and adverse effect upon their assessed work.
- 16.2 It is the responsibility of the student to attend examinations, submit coursework for assessment as required by the submission date, and to provide HE Quality and Registry, in advance of the Mitigation Panel, with any relevant information on exceptional and unforeseen circumstances that may have adversely affected his or her preparation for, or participation in, an assessment activity.
- 16.3 If a student claims that his or her performance in, or preparation for, assessment has been adversely affected by mitigating circumstances, it is their responsibility to ensure the evidence of such mitigating circumstances is provided, properly documented and independently substantiated, at the earliest possible opportunity to be presented at one of the scheduled Mitigating Circumstances Panels.
- 16.4 Students are responsible for ensuring that claims for Mitigating Circumstances are submitted prior to the meeting of the monthly Mitigation Panel and Board of Examiners where the relevant assessments would normally be considered.
- 16.5 Consequently, where a claim of Mitigating Circumstances is successful, a candidate shall normally be required to be reassessed, as if for the first time without penalty in the relevant assessment items during a set timeframe.
- 16.6 For students enrolled on programme having a Fitness to Practice Policy, circumstances accepted as valid by the College Mitigation Panel, or where appropriate, shall be forwarded to the relevant Fitness to Practice Panel. Fitness to Practice Panels shall consider the circumstances in relation to the

Fitness to Practice Policy for the programme upon which the student is enrolled and shall forward its recommendation to the relevant Board of Examiners.

- 16.7 Where there is documented evidence of mitigating circumstances that will prevent attendance at an examination, or submission of a final piece of coursework on the agreed date, this should be presented to the Mitigation Panel in advance of the assessment date.
- 16.8 Claims received too late for consideration by the Mitigation Panel, and hence by the Board of Examiners, will only be accepted if the student can demonstrate there was good reason for the late application.

The time limit for receipt of late applications is normally 5 working days following the point of assessment or when the Board of Examiners has taken place.

A student who is prevented from attending or completing a formal assessment component or who feels that their performance would be (or has been) seriously impaired by mitigating circumstances may submit a request for these to be considered.

Students are responsible for ensuring HE Quality and Registry is notified of any mitigating circumstances at the time they occur and for supplying supporting documentation by the published deadline.

If a student is unable to attend an examination or other assessment event because of mitigating circumstances, they must inform HE Quality and Registry as soon as possible and provide supporting evidence before published deadlines or within five working days, whichever is sooner. If a student cannot submit evidence by published deadlines, they must submit details of the mitigating circumstances with an indication that evidence will be submitted within five working days.

- 16.9 Where the Mitigation Panel has not accepted a claim by a student as valid, and the student wishes to dispute the Panel's decision, it is open to him/her to lodge an appeal in accordance with the Mitigating Circumstances procedure.

17. Academic Offences and Mitigating Circumstances

- 17.1 A claim for mitigating circumstances shall not be available to a student as a means to avoid an application of these Regulations to allegations of having committed an academic offence in relation to assessment.
- 17.2 Where it is alleged that a student has committed an academic offence in respect of assessed work and the student submits a claim for mitigating circumstances in respect of the same piece of work, matters will be dealt with as follows:
- (a) Allegations of potential cases of unfair means in assessment or examinations shall be notified to, and recorded by, the HE Registry.
 - (b) The HE Quality Manager or nominee will receive and record evidence, to establish a prima-facie case in respect of the potential commission of an academic offence.
 - (c) The College Unfair Means Panel shall first resolve the question of the alleged academic offence.
 - (d) Where the College Unfair Means Panel finds the allegation to be proven, it shall recommend the penalty to be applied.
 - (e) In determining the penalty, the Unfair Means Panel shall consider the extent to which the claimed circumstances mitigate the commission of the academic offence.

18. Aegrotat Awards

- 18.1 Where a student's performance has been seriously adversely affected by illness or other valid cause and the candidate has been prevented from completing their programme of study, the Board of Examiners may recommend

that an Aegrotat award be conferred. Any such recommendation will be subject to the approval of the relevant Board of Examiners and the HE Academic Board.

18.2 Aegrotat awards may be considered at any level provided the Board of Examiners is satisfied beyond reasonable doubt that the available evidence of previous performance demonstrates the student would have achieved his or her chosen award were it not for the circumstances that prevented completion of their studies.

- (a) In the case of undergraduate and taught postgraduate candidates the Board of Examiners shall be satisfied the student has demonstrated, through modules pursued and work assessed at the level of the intended award, the ability to reach the standard required.
- (b) If a student has not been assessed at the level of the intended award the Board of Examiners may recommend that an Aegrotat award be conferred at the level where the candidate has, through modules pursued and work assessed, demonstrated their abilities.
- (c) The Board of Examiners shall be satisfied that illness or other valid cause is likely to prevent the candidate from completing his or her studies within the maximum period of registration.
- (d) The student shall be asked to confirm that he or she is willing to accept an Aegrotat award. Where a student is not prepared to accept an Aegrotat award he or she shall be permitted to complete the assessments in question by a date approved by the Board of Examiners.
- (e) A student accepting an Aegrotat award at an intermediate level cannot subsequently be re-examined for the intended award where they were previously a candidate.
- (f) Where all assessments for an award, or an intermediate exit award, have been completed the student shall be considered under the regulations of the appropriate programme of study.
- (g) This provision does not apply to programmes that also lead to professional registration or accreditation.

(h) Aegrotat awards are conferred without class or distinction.

19. Posthumous Awards

19.1 Where a student has died before completing their programme of studies a Board of Examiners may recommend an award be conferred posthumously. Such a recommendation will be subject to the full ratification and the relevant authorisation from the awarding body.

20. Publication of Results

20.1 The confidential proceedings of a Board of Examiners shall not be disclosed by any member of the Board or designated College officers except as provided by these Regulations.

20.2 Numerical marks given by assessors in individual terms of assessment and confirmed by Boards of Examiners shall only be disclosed to a student by a designated College Officer.

20.3 A student shall only be given or be able to obtain his or her own marks. Results may be communicated by letter or publication of the Pass List which is normally processed electronically. The Pass List displayed will display individual results by candidate number, ensuring other students cannot gain access to other marks. The publication of results will comply with the requirements of General Data Protection Regulation (2018) and any candidate who has opted not to have their results notified in this way will be omitted.

20.4 The relevant Board of Examiners is responsible for the official ratification of the results of assessment, reassessment opportunities or requirements, entitlement to progress and, where appropriate, entitlement to an award. Higher Education Quality and Registry are responsible for the publication of the pass list, module results and candidate's eligibility for progression and award following the official ratification by the relevant Board of Examiners. The process of ratification includes confirmation by relevant validating partner universities and professional or statutory bodies associated with the programme of study.

21. College Records on Students

- 21.1 Information about a student shall not be gathered or recorded unless there is a demonstrable and reasonable need to do so.
- 21.2 It is the student's responsibility to inform the College in writing or by other designated procedures of changes in local or home addresses, and of other relevant information, such as change of name.
- 21.3 Student records are confidential, they will not be disclosed to anyone other than the student, unless the student gives permission in writing to the Head of HE Quality and Registry.
- 21.4 Access to College records on students is confined to staff that require access in connection with the performance of their duties. All persons maintaining or having access to candidate records are instructed that the information therein is confidential. Under certain circumstances, however, the College may have a legal obligation to disclose information e.g. to Local Authorities, Sponsors, and or the Police.
- 21.5 On request to a designated College Officer an individual student shall have access to inspect the information contained in his or her individual records, except where disclosure would breach the duty of confidentiality owed to another person. Such access shall only be granted given reasonable notice and at reasonable times.

22. Academic Appeals

All candidates registered for an award have the right to appeal on one or more of the following grounds:

- i) that there was a procedural irregularity in the conduct of the examination or assessment or material administrative error;
- ii) That the candidate can demonstrate that the assessment was adversely affected by illness or factors which the candidate was unable, or for valid reasons unwilling, to divulge before the Board of Examiners reached its decision.

Any application relating to illness or other form of incapacity relevant to ii) must be accompanied by supporting independent medical or other relevant documentary evidence.

Appeals questioning the academic judgement of the examiners do not constitute valid grounds for appeal and will be dismissed.

- 22.1 The Head of HE Quality and Registry will on the basis of the information submitted determine whether there are sufficient grounds to convene an Academic Appeals Panel. The Academic Appeals Panel reports to the HE Academic Board and comprises of:

Members of the Faculty Management Team or nominee independent of the candidate's faculty (Chair)

Two members of Academic Quality and Standards Committee

A representative from the Students Union

Secretary (A HE Quality and Registry Officer nominated)

In exceptional circumstances, any other representatives as required by the regulatory framework of a validating partner university or professional Body.

The HE Academic Board has formal responsibility for ensuring that any appropriate remedial action is taken in response to proven cases of procedural irregularity. Only the HE Academic Board has authority to annul a decision of the Board of Examiners. Where an irregularity affects more than one candidate, the Academic Board may annul the entire examination or part of it subject to any further requirements and authorisation from the relevant awarding body.

A candidate has a further right of appeal to the awarding body (where this is different from the College) following completion of the College's own internal procedures.

- 22.2 A student may invoke the formal complaints procedure in accordance with the HE Complaints and Appeals Policy if he/she is dissatisfied with any aspect of

service. The procedure is available on the college website and will also be emailed to all students in November of the enrolment year. This policy may not be invoked in the case of disciplinary, misconduct and appeals against the decision of the Board of Examiners which are governed by specific procedures within the HE Regulatory Framework.

23. Academic Provision

- 23.1. The College undertakes to take all reasonable steps to provide the teaching, learning, assessment, examination and other educational services set out in its prospectus and other College documents. It does not, however, guarantee the provision of such services.
- 23.2 Should industrial action or circumstances beyond the control of the College interfere with its ability to provide educational services, the College undertakes to use all reasonable steps to minimise the resultant disruption to those services.

SECTION C –

AWARD REGULATIONS

**ASSESSMENT REGULATIONS RELATING TO FOUNDATION DEGREE AND
CERTIFICATE OF HIGHER EDUCATION INCLUDING ACADEMIC
PROGRESSION, FAILURE & COMPENSATION**

24. Foundation Degree Assessment Regulations

- a) The following regulations apply to all **Foundation Degree** programmes delivered by the College and awarded by the Open University. All candidates must fulfil the requirements stipulated in these regulations for an award.
- b) Any variation to these regulations must be specified at the time of course validation and gain approval of the HE Academic Board. Any proposal to vary these regulations will require demonstration of sound academic justification for scrutiny at initial validation and inform consideration by the HE Academic Board. Any approved variations will be published as an annexe to these regulations and adopted by the relevant Board of Examiners.

24.1 Requirements of Professional Accrediting Bodies

- a) The HE Academic Board may vary the above regulations to permit an award to fulfil the requirements of a professional accrediting body. Any variation must have the prior approval of the HE Academic Board and will be published as an annexe to these regulations.

24.2 Structure of Assessment

- a) All Certificate of Higher Education programmes are based on a modular structure within a common credit framework which is designed and assessed in accordance with the UK Framework for Higher Education Qualifications published by the Quality Assurance Agency for Higher Education (QAA). For any students studying a Hull College Group Foundation Degree, there is no possibility of achieving a partial achievement of a Certificate of Higher Education, the full programme must be completed to realise the achievement of the qualification.

- b) All modules represent formal learning leading to summative assessment. The assessment of an individual module may comprise more than one element of assessment in which case the requirements for each element of assessment must be specified within the relevant module descriptor. A credit value will be assigned to each module based on the total learning time, including the assessment required to achieve the learning outcomes of the module.

24.3 Pass Mark

- a) Examiners will award a numerical mark for each element of summative assessment and the module overall. The overall pass mark of a module shall be 40 (rounded up from 39.5). Within each programme, the individual Module Descriptor may stipulate any element of assessment that must be passed in addition to the requirement to pass the module overall.

24.4 Failure and opportunity for Retrieval

- a) All candidates who fail an assessment at the first attempt will normally be granted permission to retrieve the failure. The Board may withhold this right if there is evidence that the candidate did not actively engage in the learning and assessment opportunity presented throughout the delivery of the module.
- b) The Board of Examiners may allow candidates to retrieve failure by the following means:

24.5 Resit

- a) The relevant Board of Examiners may allow a candidate who has failed the summative assessment of an individual module or one of its elements at a first attempt to resit that assessment.
- b) The relevant Board of Examiners may allow a candidate who has failed or been unable to submit an assessment due to mitigating circumstances to resit or submit an assessment as if for the first time without penalty. The Board of Examiners is only empowered to do so where the mitigating circumstances had been accepted by the College's Mitigation Panel.

- c) A candidate who fails the resit may be permitted to retake the module in the following academic year.

24.6 Retake failed modules

- a) Where a candidate fails the resit or is not entitled to resit the failed module(s) the Board of Examiners may at its discretion permit a candidate to retake the module and/or stage of a programme in its entirety. The Board of Examiners may grant only one opportunity for a candidate to retake a module(s) or stage of a programme in its entirety. Such retake opportunities shall normally be in the following academic year in which case any marks relating to the previous attempt for those modules being retaken will be cancelled out and the full range of marks are made available again.
- b) A candidate may not be granted permission to resit or retake a passed module in order to improve their overall mark.

24.7 In-Course Retrieval

- a) Where a candidate fails an element of assessment, they may be entitled to one opportunity to retrieve that failure before the end of that academic year. In-course retrieval shall not be available in cases where:
 - i) the assessment is not submitted
 - ii) the assessment is submitted late
 - iii) Where an allegation of unfair means against a student has been found proven by the Unfair Means Panel
 - iv) there is insufficient time for due process in relation to marking and consideration of results by the Board of Examiners to take place
 - v) the module has been deemed compensatable by the Board of Examiners.
- b) Where in-course retrieval is available a candidate may submit a further element of assessment which will be defined by the module tutor. A candidate will receive a maximum mark of 40% for any element of assessment retrieved in-course. An initial failure successfully retrieved in-course shall not be treated as a fail for the purpose of determining a candidate's eligibility to proceed. The

right to in-course retrieval may only be exercised once in respect of any failed assessment.

- c) The record of the In-course retrieval must be presented on the overall record of grades when presented at the Board of Examiners. This is so any decisions made at the Board of Examiners to determine a progression status of a student can be made.

24.8 Replacement Assessment or Alternative Replacement Module

- a) The Board of Examiners may recommend a candidate retakes an alternative assessment or replacement module. Any alternative or replacement module or assessment must represent the same standard and assess the same learning outcomes as that stipulated in the original.
- b) A candidate who has already passed a module shall not be re-assessed or retake the module in order to improve their overall mark or class, except in circumstances where an appeal is, or application for mitigation following the point of assessment, is upheld, and where, as a result, a further extraordinary attempt at assessment is approved by the Board of Examiners.
- c) Where a candidate is retaking a module or level any marks previously awarded for those components will be cancelled.

24.9 Progression and Stage requirements

- a) The Board of Examiners is responsible for determining whether a candidate is eligible to proceed to the next stage of the programme of study in accordance with these regulations.
- b) If offered by an awarding partner, to qualify for a Certificate of Higher Education as a contained or exit award, a candidate will need to have obtained a minimum of 120 credits at Level 4.

24.10 Requirements for the Award of a Foundation Degree

- a) At the end of the award stage (Level 5) a candidate will be required to have obtained a minimum of 240 with no more than 40 credits having been attained through compensation to be eligible for the award of a Foundation Degree.

24.11 Classification for Foundation Degree Awards

- a) The Board of Examiners shall determine a candidates' overall class or pass award in accordance with the following scale:

Distinction	70% and above
Merit	60-69%
Pass	40-59%
Fail	39% and below
- b) Grading shall be calculated on the overall of all module mean marks of all modules at Level 5. All candidates will be required to Pass Level 4 for progression purposes.
- c) Grading shall be based on the award average of each module mark being rounded where appropriate.
- d) Pass/Fail modules have a weight of zero.

24.12 Compensation

If you are a student that first enrolled onto your programme of study before September 2015,

- a) A candidate's overall performance may compensate for partial failure in the assessment at each stage of the award. Compensation will normally be limited to 30 credits at each stage and where the average module mark is within the 35-39 range with an overall stage average of 40+ and no individual assessment mark is below 30%.
- b) In determining whether to apply compensation, the Board of Examiners will take into consideration any modules that have been deemed not subject to compensation. Where a candidate's failure in a module is compensated by the Board of Examiners, the module grade awarded will be recorded as PC (Pass by Compensation) on the transcript.
- c) Unless otherwise stated in the approved programme specification, compensation will be applied when the following conditions are met:
 - i) No more than 30 credits, or one quarter of the total credits, whichever is greater, can be compensated in any one stage of an undergraduate or postgraduate programme.
 - ii) It can be demonstrated that the learning outcomes of the qualification level have been satisfied. The process for evaluating cases will be identified in the programme specification.
 - iii) Taking the module mark to be compensated into account, an aggregate mark of 40% has been achieved for the qualification level of the undergraduate programme.
 - iv) A student who receives a compensated pass in a module shall be awarded the credit for the module.
 - v) The original component mark(s) (i.e. below the pass mark) shall be retained in the record of marks and used in the calculation of the aggregate mark for the stage or qualification.

If you are a student that first enrolled onto your programme of study after September 2015,

- d) A candidate's overall performance may compensate for partial failure in the assessment at each stage of the award. Compensation will normally be limited to 20 credits at each stage and where the average module mark is within the 35-39 range with an overall stage average of 40+ and no individual assessment mark is below 30%.
- e) In determining whether to apply compensation, the Board of Examiners will take into consideration any modules that have been deemed not subject to compensation. Where a candidate's failure in a module is compensated by the Board of Examiners, the module grade awarded will be recorded as PC (Pass by Compensation) on the transcript.
- f) Unless otherwise stated in the approved programme specification, compensation will be applied when the following conditions are met:
 - vi) No more than 20 credits, or one sixth of the total credits, whichever is greater, can be compensated in any one stage of an undergraduate or postgraduate programme.
 - vii) It can be demonstrated that the learning outcomes of the qualification level have been satisfied. The process for evaluating cases will be identified in the programme specification.
 - viii) Taking the module mark to be compensated into account, an aggregate mark of 40% has been achieved for the qualification level of the undergraduate programme.
 - ix) A student who receives a compensated pass in a module shall be awarded the credit for the module.
 - x) The original component mark(s) (i.e. below the pass mark) shall be retained in the record of marks and used in the calculation of the aggregate mark for the stage or qualification.

24.13 Exit Awards

- a) Candidates will be eligible to receive the following award on leaving the programme or having failed to achieve the relevant standard and criteria to qualify for the Foundation Degree if the Awarding Body permits students to do so:

LEVEL 4: Certificate of Higher Education (not offered through studying a Hull College Group Foundation Degree)

- b) On the recommendation of the Board of Examiners a candidate will qualify for a Certificate of Higher Education on completion of 120 credits at the end of Level 4 when exiting from the programme with no more than 20/30 (dependant on enrolment year, see section 24.12) credits gained through compensation.
- c) Where the College's Mitigation Panel has confirmed there is demonstrable evidence that a candidate's performance, late or non-submission of an assessment is directly related to the mitigation cited it will authorise the Board of Examiners to take this into account in determining the candidate's eligibility to progress to the next level or resit or retake the relevant modules.

24.14 Candidates admitted with Academic Credit to Level 4

- a) Candidates who were admitted with academic credit to Level 4 of the programme will receive grading based on their performance of those modules undertaken and assessed by the College. Such credit will normally be limited to no more than 50% of a programme.
- b) Variations to the above are only permissible in exceptional circumstances in which case any variation in the classification methodology and associated criteria must have the approval of the HE Academic Board.

24.15 Annulment of Assessment

- a) HE Academic Board may annul an assessment in whole or in part if there has been a serious irregularity in the conduct of the assessment or if force majeure has prevented or seriously impaired the participation of candidates in that assessment. The HE Registrar will have formal responsibility for informing the HE Academic Board accordingly. Such circumstances are likely to be very rare and the Board's overriding concern will be to assure the integrity of the assessment process in a way that does not unfairly disadvantage the candidate.
- b) Where the assessment relates to a qualification of another awarding body, the HE Registrar will be responsible for informing the awarding body and providing a full account of the relevant circumstances. The requirements of the awarding body will prevail with the College's HE Academic Board only annulling an assessment where it is authorised to do so.

24.16 Accredited Prior Learning and Accredited Prior Experiential Learning

- a) Marks or grades from accredited prior learning (including such learning which has resulted in the conferment of an award) do not contribute to the algorithm used to determine the grading the award.

ASSESSMENT REGULATIONS RELATING TO BACHELOR DEGREE TOP-UP AWARDS INCLUDING FAILURE & COMPENSATION

25. Top-Up Bachelor Degree Assessment Regulations

- a) The following regulations apply to all Bachelor Degree Top-Up Awards taught at the College and awarded by the Open University. All candidates must fulfil the requirements stipulated in these regulations for an award.
- b) Any variation to these regulations must be specified at the time of course validation and gain approval of the HE Academic Board. Any proposal to vary these regulations will require demonstration of sound academic justification for scrutiny at initial validation and inform consideration by the HE Academic Board. Any approved variations will be published as an annexe to these regulations and adopted by the relevant Board of Examiners.

25.1 Requirements of Professional Accrediting Bodies

- a) The HE Academic Board may vary the above regulations to permit an award to fulfil the requirements of a professional accrediting body. Any variation must have the prior approval of the HE Academic Board and will be published as an annexe to these regulations.

25.2 Structure of Assessment

- a) All Top-Up Degrees are based on a modular structure within a common credit framework which is designed and assessed in accordance with the UK Framework for Higher Education Qualifications published by the Quality Assurance Agency for Higher Education (QAA).
- b) All modules represent formal learning leading to summative assessment. The assessment of an individual module may comprise more than one element of assessment in which case the requirements for each element of assessment must be specified within the relevant module descriptor. A credit value will be assigned to each module based on the total learning time, including the assessment required to achieve the learning outcomes of the module.

25.3 Pass Mark

- a) Examiners will award a numerical mark for each element of summative assessment and the module overall. The pass mark of an element of assessment and the module overall shall be 40 (rounded up from 39.5). Within each programme, the individual Module Descriptor may stipulate any element of assessment that must be passed in addition to the requirement to pass the module overall.

25.4 Failure and opportunity for Retrieval

- a) All candidates who fail an assessment at the first attempt will normally be granted permission to retrieve the failure. The Board may withhold this right if there is evidence that the candidate did not engage in learning and assessment opportunity presented throughout the delivery of the module.
- b) The relevant Board of Examiners may allow candidates to retrieve failure by the following means:

25.5 Resit

- a) The relevant Board of Examiners may allow a candidate who has failed the summative assessment of an individual module(s) or one of its elements at a first attempt to resit that assessment.
- b) The relevant Board of Examiners may allow a candidate who has failed or been unable to submit an assessment due to mitigating circumstances to resit or submit an assessment as if for the first time without penalty. The Board of Examiners is only empowered to do so where the mitigating circumstances had been accepted by the College's Mitigation Panel.
- c) A candidate who fails the resit may be permitted to retake the module(s) in the following academic year.

25.6 Retake

- a) Where a candidate fails the resit or is not entitled to resit the failed module(s) the Board of Examiners may at its discretion permit a candidate to retake the module and/or programme in its entirety. The Board of Examiners may grant only one opportunity for a candidate to retake a module(s) or the level in its entirety. Such retake opportunities shall normally be in the following academic year in which case any marks relating to the previous attempt for those modules being retaken will be cancelled out with the full range of marks being made available to students during the retake year.
- b) A candidate may not be granted permission to be re-assessed or retake a module in order to improve their overall mark.

25.7 In-Course Retrieval

- a) Where a candidate fails an element of assessment, they may be entitled to one opportunity to retrieve that failure before the end of that academic year. In course retrieval shall not be available in cases where:
 - i) The assessment is not submitted;
 - ii) The assessment is submitted late;
 - iii) Where an allegation of unfair means against a candidate has been found proven by the Unfair Practice Board;
 - iv) There is insufficient time for due process in relation to marking and consideration of results by the Board of Examiners to take place
 - v) The module has been deemed compensatable.
- b) Where in-course retrieval is available a candidate may submit a further element of assessment which will be defined by the module tutor. A candidate will receive a maximum mark of 40% for any element of assessment retrieved in-course. An initial failure successfully retrieved in-course shall not be treated as a fail for the purpose of determining a candidate's eligibility to proceed. The

right to in-course retrieval may only be exercised once in respect of any failed assessment.

- c) The record of the In-course retrieval must be presented on the overall record of grades when presented at the Board of Examiners. This is so any decisions made at the Board of Examiners to determine a progression status of a student can be made.

25.8 Replacement Assessment or Alternative Replacement Module

- a) The Board of Examiners may recommend a candidate retakes an alternative assessment or replacement module. Any alternative or replacement module or assessment must represent the same standard and assess the same learning outcomes as that stipulated in the original.
- b) A candidate who has already passed a module shall not be re-assessed or retake the module in order to improve their overall mark or class.
- c) Where a candidate is retaking a module or level any marks previously awarded for those components will be cancelled.

25.9 Requirements for the Award of a Top-Up Degree

- a) At the end of the award stage (Level 6) a candidate will be required to have obtained a minimum of 120 credits at Level 6 with no more than 20/30 (dependent upon the year of enrolment of the student) credits having been attained through compensation to be eligible for the award of a Top Up Degree.

25.10 Classification for Top-Up Awards

- a) The Board of Examiners shall determine a candidates' overall class or pass award in accordance with the following scale:

First Class	70% and above
Upper Second	60-69%
Lower Second	50-59%
Third Class	40-49%
Fail	39% and below

- b) Classification shall be calculated on the weighted average of all module marks at Level 6.

25.11 Compensation

If you are a student that first enrolled onto your programme of study before September 2015,

- a) A candidate's overall performance may compensate for partial failure in the assessment at the award stage. Compensation will normally be limited to 30 credits and where the average module mark is within the 35-39 range with an overall stage average of 40+ with no individual assessment below 30%.
- b) In determining whether to apply compensation, the Board of Examiners will take into consideration any modules that have been deemed not subject to compensation. Where a student's failure in a module is compensated by the Board of Examiners, the module grade awarded will be recorded as PC (Pass by Compensation) on the transcript. Compensation may only occur after resit opportunities have been exhausted.
- c) Unless otherwise stated in the approved programme specification, compensation will be applied when the following conditions are met:
- No more than 30 credits, or one quarter of the total credits, whichever is greater, can be compensated in any one stage of an undergraduate or postgraduate programme.

- ii) It can be demonstrated that the learning outcomes of the qualification level have been satisfied. The process for evaluating cases will be identified in the programme specification.
- iii) Taking the module mark to be compensated into account, an aggregate mark of 40% has been achieved for the qualification level of the undergraduate programme.
- iv) A student who receives a compensated pass in a module shall be awarded the credit for the module.
- v) The original component mark(s) (i.e. below the pass mark) shall be retained in the record of marks and used in the calculation of the aggregate mark for the stage or qualification.'

If you are a student that first enrolled onto your programme of study after September 2015,

- a) A candidate's overall performance may compensate for partial failure in the assessment at the award stage. Compensation will normally be limited to 20 credits and where the average module mark is within the 35-39 range with an overall stage average of 40+ with no individual assessment below 30%.
- b) In determining whether to apply compensation, the Board of Examiners will take into consideration any modules that have been deemed not subject to compensation. Where a student's failure in a module is compensated by the Board of Examiners, the module grade awarded will be recorded as PC (Pass by Compensation) on the transcript. Compensation may only occur after resit opportunities have been exhausted.

c) Unless otherwise stated in the approved programme specification, compensation will be applied when the following conditions are met:

i) No more than 20 credits, or one sixth of the total credits, whichever is greater, can be compensated in any one stage of an undergraduate or postgraduate programme.

ii) It can be demonstrated that the learning outcomes of the qualification level have been satisfied. The process for evaluating cases will be identified in the programme specification.

iii) Taking the module mark to be compensated into account, an aggregate mark of 40% has been achieved for the qualification level of the undergraduate programme.

iv) A student who receives a compensated pass in a module shall be awarded the credit for the module.

v) The original component mark(s) (i.e. below the pass mark) shall be retained in the record of marks and used in the calculation of the aggregate mark for the stage or qualification.'

25.13 Annulment of Assessment

a) HE Academic Board may annul an assessment in whole or in part if there has been a serious irregularity in the conduct of the assessment or if force majeure has prevented or seriously impaired the participation of candidates in that assessment. The Registrar will have formal responsibility for informing the HE Academic Board accordingly. Such circumstances are likely to be very rare and the Board's overriding concern will be to assure the integrity of the assessment process in a way that does not unfairly disadvantage the candidate.

- b) Where the assessment relates to a qualification of another awarding body, the HE Registrar will be responsible for informing the awarding body and providing a full account of the relevant circumstances. The requirements of the awarding body will prevail with the College's HE Academic Board only annulling an assessment where it is authorised to do so.

25.14 Accredited Prior Learning and Accredited Prior Experiential Learning

- a) Marks or grades from accredited prior learning (including such learning which has resulted in the conferment of an award), do not contribute to the algorithm used to determine the grading of a Top Up Award.

ASSESSMENT REGULATIONS RELATING TO UNDERGRADUATE BACHELOR DEGREES (BA, BSc and BEng) INCLUDING ACADEMIC PROGRESSION, FAILURE & COMPENSATION

26. Bachelor Degree Assessment Regulations

- a) The following regulations apply to all Undergraduate Honours Degrees taught at the College and awarded by the Open University. All candidates must fulfil the requirements stipulated in these regulations for an award.
- b) Any variation to these regulations must be specified at the time of course validation and gain approval of the HE Academic Board. Any proposal to vary these regulations will require demonstration of sound academic justification for scrutiny at initial validation and inform consideration by the HE Academic Board. Any approved variations will be published as an annexe to these regulations and adopted by the relevant Board of Examiners.

26.1 Requirements of Professional Accrediting Bodies

- a) The HE Academic Board may vary the above regulations to permit an award to fulfil the requirements of a professional accrediting body. Any variation must have the prior approval of the HE Academic Board and will be published as an annexe to these regulations.

26.2 Structure of Assessment

- a) All Undergraduate programmes are based on a modular structure within a common credit framework which are designed and assessed in accordance with the UK Framework for Higher Education Qualifications published by the Quality Assurance Agency (QAA) for Higher Education.
- b) All modules represent formal learning leading to summative assessment. The assessment of an individual module may comprise more than one element of assessment in which case the requirements for each element of assessment must be specified within the relevant module descriptor. A credit value will be assigned to each module based on the total learning time, including the assessment required to achieve the learning outcomes of the module.

26.3 Pass Mark

- a) Examiners will award a numerical mark for each element of summative assessment and the module overall. The pass mark of an element of

assessment the module overall shall be 40 (rounded up from 39.5). Within each programme, the individual Module Descriptor may stipulate any element of assessment that must be passed in addition to the requirement to pass the module overall.

26.4 Failure and Opportunity for Retrieval

- a) All candidates who fail an assessment at the first attempt will normally be granted permission to retrieve the failure. The Board may withhold this right if there is evidence that the candidate did not engage in learning and assessment opportunity presented throughout the delivery of the module.
- b) The relevant Board of Examiners may allow candidates to retrieve failure by the following means:

26.5 Resit

- a) The relevant Board of Examiners may allow a candidate who has failed the summative assessment of an individual module(s) or one of its elements at a first attempt to resit that assessment.
- b) The relevant Board of Examiners may allow a candidate who has failed or been unable to submit an assessment due to mitigating circumstances to resit or submit an assessment as if for the first time without penalty. The Board of Examiners is only empowered to do so where the mitigating circumstances had been accepted by the College's Mitigation Panel.
- c) A candidate who fails the resit may be permitted to retake the module(s) in the following academic year.

26.6 Retake Failed Modules

- a) Where a candidate fails the resit or is not entitled to resit the failed module(s) the Board of Examiners may at its discretion permit a candidate to retake the module and/or stage of a programme in its entirety. The Board of Examiners may grant only one opportunity for a candidate to retake a module(s) or stage of a programme in its entirety. Such retake opportunities shall normally be in the following academic year in which case any marks relating to the previous attempt for those modules being retaken will be cancelled out, with the full range of marks being made available to students during the retake year.
- b) The Board of Examiners may permit a candidate to proceed to the next stage of the programme in conjunction with retaking a failed module up to a limit of 20 credits. In such a case a candidate will only be eligible to qualify for retrospective progression on retrieving the failure.
- c) A candidate may not be granted permission to resit or retake a passed module in order to improve their overall mark.

26.7 In-Course Retrieval

- a) Where a candidate fails an element of assessment, they may be entitled to one opportunity to retrieve that failure before the end of that academic year.

In course retrieval shall not be available in cases where:

- i) The assessment is not submitted;
- ii) The assessment is submitted late;
- iii) Where an allegation of unfair means against a candidate has been found proven by the Unfair Practice Board;
- iv) There is insufficient time for due process in relation to marking and consideration of results by the Board of Examiners to take place;
- v) The module has been deemed compensatable.

- b) Where in-course retrieval is available a candidate may submit a further element of assessment which will be defined by the module tutor. A candidate will receive a maximum mark of 40% for any element of assessment retrieved in-course. An initial failure successfully retrieved in-course shall not be treated as a fail for the purpose of determining a candidate's eligibility to proceed. The right to in-course retrieval may only be exercised once in respect of any failed assessment.
- c) The record of the In-course retrieval must be presented on the overall record of grades when presented at the Board of Examiners. This is so any decisions made at the Board of Examiners to determine a progression status of a student can be made.

26.8 Replacement Assessment or Alternative Replacement Module

- a) The Board of Examiners may recommend a candidate retakes an alternative assessment or replacement module. Any alternative or replacement module or assessment must represent the same standard and assess the same learning outcomes as that stipulated in the original.
- b) A candidate who has already passed a module shall not be re-assessed or retake the module in order to improve their overall mark or class.
- c) Where a candidate is retaking a module or level any marks previously awarded for those components will be cancelled.

26.9 Progression and Stage Requirements

- a) The Board of Examiners is responsible for determining whether a candidate is eligible to proceed to the next stage of the programme of study in accordance with these regulations.
- b) To qualify for an Honours Degree a candidate will need to have obtained a minimum of 360 credits. A candidate will normally be required to attain 120 credits at each level to be able to proceed to the next stage as follows:

120 Credits at Level 4	Certificate of Higher Education stage
120 Credits at Level 5	Diploma of Higher Education stage
120 Credits at Level 6	Award stage

26.10 Requirements for the Award of an Honours Degree

- a) At the end of the award stage (Level 6) a candidate will be required to have obtained a minimum of 360 credits in total with a minimum of 120 credits at Level 6 with no more than 60 credits being attained through compensation to be eligible for the award of an Honours degree.

26.11 Classification for Undergraduate Bachelor Awards

- a) The Board of Examiners shall determine a candidates' overall class or pass award in accordance with the following scale:

First Class	70% and above
Upper Second	60-69%
Lower Second	50-59%
Third Class	40-49%
Fail	39% and below

- b) Classification shall be calculated based on the following rules:
- I. The weighted average of all module marks at Level 5 and Level 6. Normally the weighting applied will be a ratio of 2 to 1 or 66:33 for L6:L5. Any deviation to this weighting will require approval by HE Academic Board prior to inclusion in the Programme Specification at the time of validation.
 - II. The average of Level 6 modules only.
For students with direct entry to the Award stage, rule 2 applies only. For all other students, the classification result is calculated using both rules 1 and 2, the higher classification being awarded.
- c) All candidates will be required to Pass Level 4 for progression purposes but it will not be used for calculation of the overall classification at the award stage.

- d) Pass/Fail modules have a weight of zero.

26.12 Ordinary Degree

- a) A candidate who fails to attain Honours standard but has achieved 300 credits with a minimum of 60 credits at Level 6 and having obtained an average mark of 40 or above with no more than 40 credits from previous levels having been subject to compensation, shall qualify for the award of an Ordinary Degree.

26.13 Compensation

If you are a student that first enrolled onto your programme of study before September 2015,

- d) A candidate's overall performance may compensate for partial failure in the assessment at the award stage. Compensation will normally be limited to 30 credits and where the average module mark is within the 35-39 range with an overall stage average of 40+ with no individual assessment below 30%.
- e) In determining whether to apply compensation, the Board of Examiners will take into consideration any modules that have been deemed not subject to compensation. Where a student's failure in a module is compensated by the Board of Examiners, the module grade awarded will be recorded as PC (Pass by Compensation) on the transcript. Compensation may only occur after resit opportunities have been exhausted.
- f) Unless otherwise stated in the approved programme specification, compensation will be applied when the following conditions are met:
 - vi) No more than 30 credits, or one quarter of the total credits, whichever is greater, can be compensated in any one stage of an undergraduate or postgraduate programme.
 - vii) It can be demonstrated that the learning outcomes of the qualification level have been satisfied. The process for evaluating cases will be identified in the programme specification.

- viii) Taking the module mark to be compensated into account, an aggregate mark of 40% has been achieved for the qualification level of the undergraduate programme.
- ix) A student who receives a compensated pass in a module shall be awarded the credit for the module.
- x) The original component mark(s) (i.e. below the pass mark) shall be retained in the record of marks and used in the calculation of the aggregate mark for the stage or qualification.'

If you are a student that first enrolled onto your programme of study after September 2015,

- a) A candidate's overall performance may compensate for partial failure in the assessment at the award stage. Compensation will normally be limited to 20 credits and where the average module mark is within the 35-39 range with an overall stage average of 40+ with no individual assessment below 30%.
- b) In determining whether to apply compensation, the Board of Examiners will take into consideration any modules that have been deemed not subject to compensation. Where a student's failure in a module is compensated by the Board of Examiners, the module grade awarded will be recorded as PC (Pass by Compensation) on the transcript. Compensation may only occur after resit opportunities have been exhausted.

c) Unless otherwise stated in the approved programme specification, compensation will be applied when the following conditions are met:

i) No more than 20 credits, or one sixth of the total credits, whichever is greater, can be compensated in any one stage of an undergraduate or postgraduate programme.

ii) It can be demonstrated that the learning outcomes of the qualification level have been satisfied. The process for evaluating cases will be identified in the programme specification.

iii) Taking the module mark to be compensated into account, an aggregate mark of 40% has been achieved for the qualification level of the undergraduate programme.

iv) A student who receives a compensated pass in a module shall be awarded the credit for the module.

v) The original component mark(s) (i.e. below the pass mark) shall be retained in the record of marks and used in the calculation of the aggregate mark for the stage or qualification.'

26.14 Exit Awards

a) Candidates will be eligible to receive one of the following awards on leaving the programme or having failed to achieve the relevant standard and criteria to qualify for the Degree:

LEVEL 5: Diploma of Higher Education

b) On the recommendation of the Board of Examiners a candidate will qualify for a Diploma of Higher Education on completion of 240 credits when exiting from the programme with 120 credits having been obtained at Level 5 or above, with no more than 40 credits gained through compensation.

Level 4: Certificate of Higher Education

- c) On the recommendation of the Board of Examiners a candidate will qualify for a Certificate of Higher Education on completion of 120 credits when exiting from the programme with no more than 20 credits gained through compensation.
- d) Where the College's Mitigation Panel has confirmed that there is demonstrable evidence that a candidate's performance, late or non-submission of an assessment is directly related to the mitigation cited it will authorise the Board of Examiners to take this into account in determining the candidate's eligibility to progress to the next level or resit or retake the relevant modules.

26.15 Candidates Admitted with Academic Credit to Level 4 and 5

- a) Candidates who were admitted with academic credit to Level 4 and 5 and of the programme will receive a classification based on their performance of those modules undertaken and assessed by the College.
- b) Deviation from the above is only permissible in exceptional circumstances in which case any variation in the classification methodology and associated criteria must have the approval of the HE Academic Board.

26.17 Annulment of Assessment

- a) HE Academic Board may annul an assessment in whole or in part if there has been a serious irregularity in the conduct of the assessment or if force majeure has prevented or seriously impaired the participation of students in that assessment. The HE Registrar will have formal responsibility for informing the HE Academic Board accordingly. Such circumstances are likely to be very rare and the Board's overriding concern will be to assure the integrity of the assessment process in a way that does not unfairly disadvantage the candidate.
- b) Where the assessment relates to a qualification of another awarding body, the HE Registrar will be responsible for informing the awarding body and providing a full account of the relevant circumstances. The requirements of the awarding

body will prevail with the College's HE Academic Board only annulling an assessment where it is authorised to do so.

26.18 Accredited Prior Learning and Accredited Prior Experiential Learning

- a) Marks or grades from accredited prior learning (including such learning which has resulted in the conferment of an award) do not contribute to the algorithm used to determine the grading of an Honours Degree award.

ASSESSMENT REGULATIONS RELATING TO POSTGRADUATE TAUGHT MASTERS DEGREES INCLUDING ACADEMIC PROGRESSION, FAILURE & COMPENSATION

27. Taught Masters Degree Assessment Regulations

- a) The following regulations apply to all Postgraduate taught Masters Degrees delivered at the College and awarded by the Open University. All candidates must fulfil the requirements stipulated in these regulations for an award.
- b) Any variation to these regulations must be specified at the time of course validation and gain approval of the HE Academic Board. Any proposal to vary these regulations will require demonstration of sound academic justification for scrutiny at initial validation and inform consideration by the HE Academic Board. Any approved variations will be published as an annexe to these regulations and adopted by the relevant Board of Examiners.

27.1 Requirements of Professional Accrediting Bodies

- a) The HE Academic Board may vary the above regulations to permit an award to fulfil the requirements of a professional accrediting body. Any variation must have the prior approval of the HE Academic Board and will be published as an annexe to these regulations.

27.2 Structure of Assessment

- a) All Postgraduate programmes are based on a modular structure within a common credit framework which are designed and assessed in accordance with the UK Framework for Higher Education Qualifications published by the Quality Assurance Agency (QAA) for Higher Education.
- b) All modules shall be at Level 7 and represent formal learning leading to summative assessment which may occur at the end of a single semester or over two semesters. The assessment of an individual module may comprise more than one element of assessment in which case the requirements for each element of assessment must be specified within the relevant module descriptor. A credit value will be assigned to each module based on the total learning time,

including the assessment required to achieve the learning outcomes of the module.

27.3 Pass Mark

- a) Examiners will award a numerical mark for each element of summative assessment and the module overall. The pass mark of an element of assessment and the module overall shall be 50 (rounded up from 49.5). Within each programme, the individual Module Descriptor may stipulate any sub-element of assessment that must be passed in addition to the requirement to pass the module overall.

27.4 Failure and Resit Opportunity

- a) The relevant Board of Examiners may allow a candidate who has failed the summative assessment of an individual module or one of its elements at a first attempt to resit that assessment.
- b) The relevant Board of Examiners may allow a candidate who has failed or been unable to submit an assessment due to mitigating circumstances to resit or submit an assessment as if for the first time without penalty. The Board of Examiners is only empowered to do so where the mitigating circumstances had been accepted by the College's Mitigation Panel.

27.5 Replacement Assessment or Alternative Replacement Module

- a) The Board may withhold the right if there is evidence that the candidate did not fully engage in the learning and assessment opportunities presented through the delivery of the module.
- b) The Board of Examiners may recommend a candidate retakes an alternative assessment or replacement module. Any alternative or replacement module or assessment must represent the same standard and assess the same learning outcomes as that stipulated in the original.
- c) A candidate who has already passed a module shall not retake the module in order to improve their overall mark or class.

- d) Where a candidate is retaking a module or level any marks previously awarded for those components will be cancelled.

27.6 Extensions and Penalty for Late or Non-Submission of Assessed work

- a) Late submissions (including where a candidate has been granted an extension) will be subject to a penalty. A deduction of 10% from a candidate's total marks will be applied for that assessment for each day the assignment is late, as an example, a score of 59 would become 49. After five days a mark of zero will be recorded although a candidate will still receive feedback for the submitted assignment.
- b) The relevant Programme Leader is authorised to grant extensions of up to 10 working days for any candidate who has mitigating circumstances preventing him/or her from submission. Such applications must be submitted in advance of the submission date and the Programme Leader is not authorised to grant extensions to individuals on a retrospective basis. All extensions will be reported to the relevant Board of Examiners or Examinations Committee.
- c) A candidate who suffers from a diagnosed medical illness or form of incapacity which would have prevented them from submitting the assignment or taking an examination or test at the required time may apply to the College Mitigation Panel. Such applications will only be considered where there is demonstrable evidence to substantiate the claim. The Mitigation Panel will not normally consider those cases which relate to a pre-existing, diagnosed medical condition or disability at the time of enrolment which the candidate chose not to disclose. The Mitigation Panel will not normally consider a claim for mitigation unless it can be demonstrated there was good reason not to disclose. Similarly, the Mitigation Panel will only accept a retrospective application on other grounds where it can be demonstrated there was good reason (such as a serious medical incapacity) that prevented a candidate from making an application at the time.

- d) On the basis of the evidence the Mitigation Panel will decide whether to authorise the examiners to accept the late submission or provide the candidate with the opportunity to submit or present the assessment for examination as if for the first time without any academic penalty.

27.7 Level Requirements for the Award of a Masters Degree

- a) At the end of the award stage a candidate will be required to have obtained a minimum of 180 credits.

27.8 Progression and Stage Rules

- a) The Board of Examiners is responsible for determining whether a candidate is eligible to proceed to the next stage of the programme of study in accordance with these regulations.
- b) The Master programme has two stages, the first 120 credits defines the Diploma Stage with the final 60 credits being the Award Stage. To progress from the Diploma stage to the Award stage a student must obtain 120 credits. A student may proceed to the Award stage pending reassessment if 60 credits or more have been achieved at the Diploma stage and the remaining credits can be achieved through resits. A student may then start the dissertation project but credits shall only be awarded once sufficient credits have been achieved through resits to formally progress to the Award stage.

27.9 Classification for Postgraduate Masters Awards

- a) The Board of Examiners shall determine a candidates' overall class or pass award in accordance with the following scale:

Pass with Distinction	70% and above
Pass with Merit	60-69%
Pass	50-59%
- b) Classification shall be calculated on the weighted average of all Level 7 module marks.

27.10 Exit Awards

- a) Candidates will be eligible to receive one of the following awards on leaving the programme or having failed to achieve the relevant standard and criteria to qualify for the Master's Degree.

Postgraduate Diploma of Higher Education

- b) On the recommendation of the Board of Examiners a candidate will qualify for a Postgraduate Diploma of Higher Education when exiting from the programme with 120 credits.

Postgraduate Certificate of Higher Education

- c) On the recommendation of the Board of Examiners a candidate will qualify for a Postgraduate Certificate of Higher Education when exiting from the programme with 60 credits.
- d) Where the College's Mitigation Panel has confirmed that there is demonstrable evidence that a candidate's performance, late or non-submission of an assessment is directly related to the mitigation cited it will authorise the Board of Examiners to take this into account in determining the candidate's eligibility to progress to the next level or resit the relevant modules.

27.11 Annulment of Assessment

- a) HE Academic Board may annul an assessment in whole or in part if there has been a serious irregularity in the conduct of the assessment or if force majeure has prevented or seriously impaired the participation of candidates in that assessment. The Registrar will have formal responsibility for informing the HE Academic Board accordingly. Such circumstances are likely to be very rare and the Board's overriding concern will be to assure the integrity of the assessment process in a way that does not unfairly disadvantage the candidate.
- b) Where the assessment relates to a qualification of another awarding body, the HE Registrar will be responsible for informing the awarding body and providing a full account of the relevant circumstances. The requirements of the awarding

body will prevail with the College's HE Academic Board only annulling an assessment where it is authorised to do so.

27.12 Accredited Prior Learning and Accredited Prior Experiential Learning

- a) Marks or grades from accredited prior learning (including such learning which has resulted in the conferment of an award) do not contribute to the algorithm used to determine the grading of a Masters Degree award.

**ASSESSMENT REGULATIONS RELATING TO POSTGRADUATE PRACTICE
BASED MASTERS DEGREES INCLUDING ACADEMIC PROGRESSION,
FAILURE & COMPENSATION**

28. Practice Based Masters Degree Assessment Regulations

- a) The following regulations apply to all practice based Postgraduate Practice Based Masters Degrees taught at the College and awarded by the Open University. All candidates must fulfil the requirements stipulated in these regulations for an award.
- b) Any variation to these regulations must be specified at the time of course validation and gain approval of the HE Academic Board. Any proposal to vary these regulations will require demonstration of sound academic justification for scrutiny at initial validation and inform consideration by the HE Academic Board. Any approved variations will be published as an annexe to these regulations and adopted by the relevant Board of Examiners.

28.1 Requirements of Professional Accrediting Bodies

- a) The HE Academic Board may vary the above regulations to permit an award to fulfil the requirements of a professional accrediting body. Any variation must have the prior approval of the HE Academic Board and will be published as an annexe to these regulations.

28.2 Structure of Assessment

- a) All Postgraduate programmes are based on a modular structure which are designed and assessed in accordance with the UK Framework for Higher Education Qualifications published by the Quality Assurance Agency for Higher Education (QAA).
- b) All modules shall be at Level 7 and represent formal learning leading to summative assessment. The assessment of an individual module may comprise more than one element of assessment in which case the requirements for each element of assessment must be specified within the relevant module descriptor. A credit value will be assigned to each module

based on the total learning time, including the assessment required to achieve the learning outcomes of the module.

28.3 Pass Mark

- a) Examiners will award a numerical mark for each element of summative assessment and the module overall. The pass mark of an element of assessment and the module overall shall be 50 (rounded up from 49.5). Within each programme, the individual Module Descriptor may stipulate any element of assessment that must be passed in addition to the requirement to pass the module overall.

28.4 Failure and Resit Opportunity

- a) The relevant Board of Examiners may allow a candidate who has failed the summative assessment of an individual module or one of its elements at a first attempt to resit that assessment.
- b) The relevant Board of Examiners may allow a candidate who has failed or been unable to submit an assessment due to mitigating circumstances to resit or submit an assessment as if for the first time without penalty. The Board of Examiners is only empowered to do so where the mitigating circumstances have been accepted by the College's Mitigation Panel.

28.5 Replacement Assessment or Alternative Replacement Module

- a) The Board may withhold the right if there is evidence that the candidate did not fully engage in the learning and assessment opportunities presented through the delivery of the module.
- b) The Board of Examiners may recommend a candidate retakes an alternative assessment or replacement module. Any alternative or replacement module or assessment must represent the same standard and assess the same learning outcomes as that stipulated in the original.
- c) A candidate who has already passed a module shall not retake the module in order to improve their overall mark or class.

- d) Where a candidate is retaking a module or level any marks previously awarded for those components will be cancelled.

28.6 Extensions and Penalty for Late and Non-Submission of Assessed work

- a) Late submissions (including where a candidate has been granted an extension) will be subject to a penalty. A deduction of 10% from a candidate's total marks will be applied for that assessment for each day the assignment is late. After five days a mark of zero will be recorded although a candidate will still receive feedback for the submitted assignment.
- b) The relevant Programme Leader is authorised to grant extensions of up to 10 working days for any candidate who has mitigating circumstances preventing him/or her from submission. Such applications must be submitted in advance of the submission date and the Programme Leader is not authorised to grant extensions to individuals on a retrospective basis. All extensions will be reported to the relevant Board of Examiners or Examinations Committee.
- c) A candidate who suffers from a diagnosed medical illness or form of incapacity which would have prevented them from submitting the assignment or taking an examination or test at the required time may apply to the College Mitigation Panel. Such applications will only be considered where there is demonstrable evidence to substantiate the claim. The Mitigation Panel will not normally consider those cases which relate to a pre-existing, diagnosed medical condition or disability at the time of enrolment which the candidate chose not to disclose. The Mitigation Panel will not normally consider a claim for mitigation unless it can be demonstrated there was good reason not to disclose. Similarly, the Mitigation Panel will only accept a retrospective application on other grounds where it can be demonstrated there was good reason (such as a serious medical incapacity) that prevented a candidate from making an application at the time.

- d) On the basis of the evidence the Mitigation Panel will decide whether to authorise the examiners to accept the late submission or provide the candidate with the opportunity to submit or present the assessment for examination as if for the first time without any academic penalty.

28.7 Level Requirements for the Award of a Masters Degree

- a) At the end of the award stage a candidate will be required to have obtained a minimum of 180 credits.

28.8 Classification for Postgraduate Masters Awards

- a) The Board of Examiners shall determine candidates overall class or pass award in accordance with the following scale:

Pass with Distinction	70% and above
Pass with Merit	60-69%
Pass	50-59%

- b) Classification shall be calculated on the weighted average of all Level 7 module marks.

28.9 Exit Awards

- a) Candidates will be eligible to receive the following award on leaving the programme or having failed to achieve the relevant standard and criteria to qualify for the Masters Degree.

Postgraduate Diploma of Higher Education

- b) On the recommendation of the Board of Examiners a candidate will qualify for a Postgraduate Diploma of Higher Education when exiting from the programme with 120 credits.

Postgraduate Certificate of Higher Education

- c) On the recommendation of the Board of Examiners a candidate will qualify for a Postgraduate Certificate of Higher Education when exiting from the programme with 60 credits. Where the College's Mitigation Panel has confirmed that there is demonstrable evidence that a candidate's performance, late or non-submission of an assessment is directly related to the mitigation cited it will authorise the Board of Examiners to take this into account in determining the candidate's eligibility to progress to the next level or resit the relevant modules.

28.10 Annulment of Assessment

- a) HE Academic Board may annul an assessment in whole or in part if there has been a serious irregularity in the conduct of the assessment or if force majeure has prevented or seriously impaired the participation of students in that assessment. The HE Registrar will have formal responsibility for informing the HE Academic Board accordingly. Such circumstances are likely to be very rare and the Board's overriding concern will be to assure the integrity of the assessment process in a way that does not unfairly disadvantage the candidate.
- b) Where the assessment relates to a qualification of another awarding body, the Registrar will be responsible for informing the awarding body and providing a full account of the relevant circumstances. The requirements of the awarding body will prevail with the College's HE Academic Board only annulling an assessment where it is authorised to do so.

28.11 Accredited Prior Learning and Accredited Prior Experiential Learning

- a) Marks or grades from accredited prior learning (including such learning which has resulted in the conferment of an award) do not contribute to the algorithm used to determine the grading of a Masters Degree award.

SECTION D –

REGULATORY

FRAMEWORK RELATING

TO SHORT COURSES

AND INDIVIDUAL

MODULES

ASSESSMENT REGULATIONS FOR SHORT COURSE AND INDIVIDUAL MODULES

29. Short Course and Individual Modules Assessment Regulations

- a) The following regulations apply to all Short Courses and Individual Modules delivered at the College and awarded/credited by the Open University or Hull College Group. All candidates must fulfil the requirements stipulated in these regulations for an award.
- b) Any variation to these regulations must be specified at the time of course validation and gain approval of the HE Academic Board. Any proposal to vary these regulations will require demonstration of sound academic justification for scrutiny at initial validation and inform consideration by the HE Academic Board. Any approved variations will be published as an annexe to these regulations and adopted by the relevant Board of Examiners.

29.1 Requirements of Professional Accrediting Bodies

- a) The HE Academic Board may vary the above regulations to permit an award to fulfil the requirements of a professional accrediting body. Any variation must have the prior approval of the HE Academic Board and will be published as an annexe to these regulations.

29.2 Structure of Assessment

- a) All Short Programmes are based on a modular structure within a common credit framework which are designed and assessed in accordance with the UK Framework for Higher Education Qualifications published by the Quality Assurance Agency (QAA) for Higher Education.
- b) All modules represent formal learning leading to summative assessment which may occur at the end of a single semester or over two semesters. The assessment of an individual module may comprise more than one element of assessment in which case the requirements for each element of assessment must be specified within the relevant module descriptor. A credit value will be

assigned to each module based on the total learning time, including the assessment required to achieve the learning outcomes of the module.

29.3 Pass Mark

- a) Examiners will award a numerical mark for each element of summative assessment and the module overall. The pass mark of an element of assessment and the module overall shall be 40 (rounded up from 39.5) for Levels 4-6 and 50 (rounded from 49.5) for Level 7. Within each course, the individual Module Descriptor may stipulate any sub-element of assessment that must be passed in addition to the requirement to pass the module overall.

29.4 Failure and Resit Opportunity

- a) The relevant Board of Examiners may allow a candidate who has failed the summative assessment of an individual module or one of its elements at a first attempt to resit that assessment.
- b) The relevant Board of Examiners may allow a candidate who has failed or been unable to submit an assessment due to mitigating circumstances to resit or submit an assessment as if for the first time without penalty. The Board of Examiners is only empowered to do so where the mitigating circumstances had been accepted by the College's Mitigation Panel.

29.5 Replacement Assessment or Alternative Replacement Module

- a) The Board may withhold the right if there is evidence that the candidate did not fully engage in the learning and assessment opportunities presented through the delivery of the module.
- b) The Board of Examiners may recommend a candidate retakes an alternative assessment or replacement module. Any alternative or replacement module or assessment must represent the same standard and assess the same learning outcomes as that stipulated in the original.
- c) A candidate who has already passed a module shall not retake the module in order to improve their overall mark or class.

29.6 Progression and Stage Rules

- a) Short courses will normally be comprised of a single stage. The number of credits within this stage will be stipulated in the individual short course description.

29.7 Extensions and Penalty for Late and Non-Submission of Assessed work

- a) Late submissions (including where a candidate has been granted an extension) will be subject to a penalty. A deduction of 10% from a candidate's total marks will be applied for that assessment for each day the assignment is late. After five days a mark of zero will be recorded although a candidate will still receive feedback for the submitted assignment.
- b) The relevant Programme Leader is authorised to grant extensions of up to 10 working days for any candidate who has mitigating circumstances preventing him/or her from submission. Such applications must be submitted in advance of the submission date and the Programme Leader is not authorised to grant extensions to individuals on a retrospective basis. All extensions will be reported to the relevant Board of Examiners or Examinations Committee.
- c) A candidate who suffers from a diagnosed medical illness or form of incapacity which would have prevented them from submitting the assignment or taking an examination or test at the required time may apply to the College Mitigation Panel. Such applications will only be considered where there is demonstrable evidence to substantiate the claim. The Mitigation Panel will not normally consider those cases which relate to a pre-existing, diagnosed medical condition or disability at the time of enrolment which the candidate chose not to disclose. The Mitigation Panel will not normally consider a claim for mitigation unless it can be demonstrated there was good reason not to disclose. Similarly, the Mitigation Panel will only accept a retrospective application on other grounds where it can be demonstrated there was good reason (such as a serious medical incapacity) that prevented a candidate from making an application at the time.

- d) On the basis of the evidence the Mitigation Panel will decide whether to authorise the examiners to accept the late submission or provide the candidate with the opportunity to submit or present the assessment for examination as if for the first time without any academic penalty.

29.8 Level Requirements for Short Courses

- a) At the end of the award stage a candidate will be required to have obtained the sufficient credits at the appropriate Level to satisfy the requirements stipulated in the individual short course description.

29.9 Classification for Short Courses

- a) A Short Course may indicate a class additional to a Pass/Fail outcome. In this case the Board of Examiners shall determine a candidates' overall class in accordance with the following scale:

Pass with Distinction	70% and above
Pass with Merit	60-69%
Pass	40-59%

- b) Classification shall be calculated on the weighted average of all module marks. In calculating this average, scaling will be applied to Level 7 modules to bring the pass mark into the range 40 - 100%.

29.10 Annulment of Assessment

- a) HE Academic Board may annul an assessment in whole or in part if there has been a serious irregularity in the conduct of the assessment or if force majeure has prevented or seriously impaired the participation of candidates in that assessment. The HE Registrar will have formal responsibility for informing the HE Academic Board accordingly. Such circumstances are likely to be very rare and the Board's overriding concern will be to assure the integrity of the assessment process in a way that does not unfairly disadvantage the student. Where the assessment relates to a qualification of another awarding body, the HE Registrar will be responsible for informing the awarding body and providing a full account of the relevant circumstances. The requirements of the awarding

body will prevail with the College's HE Academic Board only annulling an assessment where it is authorised to do so.

SECTION E –

REGULATIONS

GOVERNING

COMPOSITION

AUTHORITY AND

MEMBERSHIP OF

BOARDS AND PANELS

REGULATIONS GOVERNING COMPOSITION, AUTHORITY & MEMBERSHIP OF BOARD OF EXAMINERS

30. General

- a) A Board of Examiners will be established for every programme of studies leading to an award.
- b) Boards of Examiners shall determine a candidate's entitlement to eligibility, progression and receipt of an award. All decisions related to progression, final results, and awards, must be approved by a properly constituted Board of Examiners.
- c) The Board of Examiners is appointed by the HE Academic Board and is accountable to that body for the fulfilment of its terms of reference in accordance with the regulations of the relevant awarding body and any course and specific regulations. The HE Academic Board of the institution is required to agree the membership of Boards of Examiners on an annual basis, at the beginning of the academic year.
- d) The Board may appoint (subsidiary) boards with designated responsibility for a cognate group of units or subjects. These will include in their membership those staff teaching those modules and specialist External Examiner(s) with similar areas of responsibility.
- e) The proceedings of Boards of Examiners are confidential.
- f) No decision of a quorate Board of Examiners, acting within its approved terms of reference, may be modified by any authority within the College except as provided by the Academic Appeals Procedure or in the event of an annulment of a formal assessment.

30.1 Terms of Reference

The terms of reference of an Examining Board are:

- i. scrutinising and approving, (via appropriate means), examination question papers and other assessment instruments and their marking as appropriate;
- ii. determining whether a candidate has complied with the requirements of the programme and its assessment and may proceed to the next stage;
- iii. considering and ratifying module marks;
- iv. drawing up the pass list for the conferment of the appropriate award for those candidates who have fulfilled the objectives of the programme and have achieved the requisite standard for that award;
exercising its discretion to allow a candidate's overall performance to compensate for partial failure in the assessment of an award;
- v. Considering the recommendations from relevant Mitigation Panels and Unfair Practice Boards in relation to individual candidates.
- vi. Approving the assessment arrangements for students with disabilities to ensure that proposed reasonable adjustments do not conflict with the maintenance of academic standards.
- vii. Make recommendations to validating bodies regarding the achievement of academic credit or professional competence.

30.2 Declaration of Interests

- a) Any member of the Examining Board who has a personal interest, involvement or relationship with a candidate under consideration shall declare his/her interest at the beginning of the meeting or directly in advance of the meeting. Such declaration of interest will prevent the member from participating in the discussion and the ratification of that student's results.

30.3 Composition & Membership

- a) The Board of Examiners shall be constituted as follows:
- Chair – Assistant Principal of Higher Education
 - Internal Examiners
 - External Examiners
 - Representative from the Awarding Body
 - Registrar’s representative who is a senior officer in the Registry
 - Secretary – appointed by the Registrar
- b) The quorum shall be the Chair, External Examiner(s) and at least half of the Internal Examiners and representative of the Awarding Body.
- c) No student may be a member of a Board of Examiners except in an instance where a member of staff or external examiner is coincidentally registered as a student on another course.
- d) A full list of names and designations of the internal Examiners shall be submitted to the Registry on the appropriate form and signed by a senior member of the relevant Faculty at the beginning of the academic year.
- e) While the constitution of a Board of Examiners will normally remain constant the membership may change as teaching responsibilities are reallocated. All tutors with responsibility for assessing students on the programme should normally be members of the Board, with the list being reconfirmed each year.

30.4 Chair of Boards of Examiners

- a) The HE Academic Board shall appoint the Chair of the Board of Examiners in accordance with its constitution and terms of reference. The Chair will normally be a senior member of Higher Education, providing that s/he is not directly involved in the delivery of the course or the assessment of any of the students under consideration.

- b) The names of Chairs and the dates of Examining Boards (following consultation with the External Examiner as necessary) shall be reported to the HE Academic Board at the last meeting of the previous academic year.
- c) In the case of the unavoidable absence of a senior member, the Board will be chaired by an appropriate member of the Academic Board, following approval by the Registrar.
- d) The Secretary will record the decisions of the Board with regard to the progress of individual candidates. The Secretary is responsible for the production of formal minutes and preparing the results list.

30.5 Student Membership of Boards of Examiners

- a) A person who is otherwise qualified to be an examiner for a programme, for example as a member of academic staff or as an approved External Examiner, and is coincidentally registered as a candidate on another programme either at the same institution or elsewhere, will not be disqualified from carrying out normal examining commitments.

30.6 Authority of the Board

- a) The Board of Examiners or formally constituted subsidiary examination committee (s) is responsible for making the academic decision authorising permission to proceed on academic grounds to a subsequent stage of a programme, and for recommending the conferment of an award of the relevant awarding body.
- b) For determining the progression of candidates following resit examination or other reassessment, the Board of Examiners may determine the duties and constitution of a Subsidiary Examination Committee.
- c) Where a Subsidiary Examining Committee or Progression and Achievements Board is established by the Board to consider the performance of reassessed

students, the date of the Committee meeting, its Chair and composition must be authorised by the Registrar for approval by HE Academic Board.

- d) External Examiners shall normally be present at such Boards, but if this is not possible or not considered to be practical by the Chair of the Board, the agreement regarding individual candidate decisions by the External Examiner must be obtained by correspondence following the meeting of the Board, or alternative representations by the Chief External Examiner, attending on behalf of subject examiners. Resit Boards must not be used to make decisions regarding non-resit students.

30.7 Non Attendance at Board of Examiners Meeting

- a) A Board of Examiners which does not include the attendance of approved External Examiners is not authorised to determine the eligibility of a candidate for an award and recommendations for the conferment of an award will not be valid without the written consent of the External Examiner. Where the absent External Examiner is the sole Examiner, the Registrar must be informed so that proper arrangements can be made to postpone the meeting. Where Chief External Examiners are appointed and present they may, *in exceptional circumstances*, represent a subject examiner who is absent. The Subject Examiner should submit a written report in the absence of the meeting confirming their full involvement in the examining and moderation process.
- b) Non-attendance of Examiners without good cause will constitute grounds for termination of the appointment.

30.8 Pass Lists

- a) The Registrar's Office is responsible for the immediate dispatch of the official signed pass-list to the appropriate Awarding Body, where applicable.
- b) The Registry shall issue an official pass list for awards of the relevant awarding body denoting those candidates who have passed the assessment and may progress to the next stage of the programme, including any overall grade, or who shall be awarded the relevant degree including, where relevant the overall

classification or grade. The names of candidates who have failed and/or who are required to resit or retake any elements of the assessment or programme will also be identified.

- c) All examiners in attendance should sign the pass list. In the case of an External Examiner not present at a meeting of the Board at which final results are determined, the External Examiners signature shall be obtained outside of the meeting. No decision concerning a candidate shall be recorded on an official pass list without the consent of an External Examiner or Examiners, and such list shall then be signed by all Internal and External Examiners who are present at the meeting.
- d) If a case of suspected unfair practice arises subsequent to the publication of a pass list, and it is established under the extant procedures that an allegation made against a candidate is proven, the Board of Examiners concerned shall review and shall re-determine the candidate's result in the light of any penalty which may have been imposed. In such circumstances, the Board of Examiners shall, if necessary, cancel a result previously published and the Awarding Body, as appropriate, shall issue a supplementary pass list.

30.9 Timing of Boards of Examiners

- a) Dates of Boards of Examiners meetings are scheduled at the end of the previous academic year and notified to the HE Academic Board prior to forwarding to the relevant awarding body. These dates will be agreed with the external examiners at the earliest opportunity and confirmed at the Board of Examiners meeting at the end of the previous academic year. Such dates are not subject to any change thereafter without the agreement of all parties involved which should be coordinated via the Registrar's Office.
- b) The Registrar's Office is responsible for notifying the HE Academic Board and relevant awarding body of the Schedule of meetings of Boards of Examiners and publicising the Schedule thereafter.
- c) Dates for other events such as approval of draft papers or assignment/project titles should be agreed at the same time and arrangements made for the

involvement of externals as appropriate. Arrangements and dates should also be established for dealing with any reassessments. These arrangements will commonly involve agreed delegation to designated members and officers of the Board working with the appropriate external examiners.

30.10 Authority of Board of Examiners

- a) The approved Board of Examiners or its formally constituted subsidiary examination boards are responsible for all assessments that contribute to the recommendation of an award. These responsibilities include establishing arrangements for the approval of assessment tasks and project titles both for initial assessments and any potential reassessments and ensuring they are moderated by appropriate External Examiners.
- b) Boards of Examiners are not empowered to investigate allegations of unfair practice or the merits of pleas of mitigation which are considered by a Mitigation Panel or Unfair Means Panel. The Board of Examiners subsequently determine on academic grounds the extent of any penalty or mitigation.
- c) No other body has authority to recommend conferment of an award, nor to amend the decision of an approved and properly constituted Board of Examiners acting within its terms of reference and in accordance with the regulations for the programme of study. A Board of Examiners may, however, be required to review a decision or may have that decision annulled.

30.11 Powers of External Examiners

- a) No recommendation for the conferment of a validated award may be made without the written consent of the approved External Examiners. On any matter which the External Examiners have declared a matter of principle, the decision of the External Examiners shall normally be accepted as final by the Board of Examiners or shall be referred to the HE Academic Board. Disagreements between External Examiners shall be referred to the Academic Board or the University, as appropriate.

30.12 Aegrotat Awards

- a) If a candidate is prevented by severe illness or other diagnosed medical condition and is prevented from completing their assessments at the final award stage, the candidate may be eligible for an Aegrotat award. To be eligible for such an award, the Board of Examiners must be satisfied that the candidate's prior performance would on the balance of probabilities mean that he/she would have passed the assessment were it not for the illness/medical circumstances cited.
- b) The Board of Examiners may recommend the award of an Aegrotat. The recommendation of an Aegrotat award is subject to the approval of the College's HE Academic Board prior to submission to the awarding body for final approval. Prior to referral to the awarding body, any recommendation is subject to the candidate's completion of a signed written declaration confirming he/she is willing to accept such an award. The form must be duly signed by the Chair of the Board of Examiners and authorised by the Registrar.

30.13 Posthumous awards

- a) A Board of Examiners may recommend that an award is made posthumously providing that the candidate had completed and passed all elements of the assessment. The Registrar will be responsible for notifying the HE Academic Board and the relevant awarding body and providing the required information.

30.14 Failure and Retrieval

- a) In the case of candidates who, following assessment, are deemed not to have achieved a satisfactory performance, a Board of Examiners is empowered to require that such candidates undertake one or more of the following:

I. Resit

- a) Resit an individual module (s) or one of its elements before proceeding to the next stage of the programme. A candidate who fails the resit may be permitted to retake the module(s) in the following academic year.

30.16 Retake

- a) If the student's performance in a module is below that which can be retrieved through reassessment the Board of Examiners may stipulate that the student must retake the module in its entirety.
- b) If the student's performance is below that which can be retrieved by reassessment in the individual module (s) or one of its elements the Board of Examiners may stipulate that the student must retake the semester or year in its entirety. Candidates whose performance falls below a prescribed level associated with the semester/year would normally be considered to be in this category.
- c) For students subject to reassessment Boards of Examiners shall, where appropriate, give permission for candidates to be reassessed in accordance with the relevant award regulations and where necessary shall determine the elements of reassessment to be retaken, the forms of reassessment and when such reassessment shall take place. The form of assessment shall normally be the same as that when the candidates concerned were first assessed, except where the Board deems it unreasonable to do so.
In such instances, the Board of Examiners will make such special arrangements as it thinks necessary.

30.17 Compensation

- a) Where a candidate's performance is marginally below the required standard the Board may use its academic discretion in allowing a candidate's overall performance to compensate for partial failure in the assessment at each stage of the award. Compensation will normally be limited to a maximum number of credits at each stage in accordance with the requirements set out in the relevant award regulations and subject to when the students first enrolled onto their programme of study. Compensation should not be applied to any component that forms a substantial proportion of the assessment, or to an element that is central to the fulfilment of the programme and/or precluded from compensation by the individual programme regulations.

30.18 Delegation of Responsibility (Chair's action)

- a) The Board of Examiners may delegate specific responsibilities to the respective Chair in relation to recommendations concerning an individual candidate(s) subject to the agreement of the Board at its meeting which considered the candidate's result or in response to the findings of an HE Academic Appeals Panel, or to correct errors in the assessment marks and/or module results or to rectify a procedural irregularity requiring the explicit involvement of the HE Academic Board.

REGULATIONS GOVERNING APPLICATIONS FOR MITIGATION AND COMPOSITION AND TERMS OF REFERENCE OF MITIGATION PANELS FOR AWARDS VALIDATED BY THE OPEN UNIVERSITY AND HULL COLLEGE GROUP

31. Responsibilities of candidates

- a) It is the responsibility of a candidate to attend examinations and submit coursework by the required deadline and to submit any request for an extension or application for Mitigation within the required deadline.

31.1 Extensions of deadlines

- a) Any candidate who is unable to submit coursework within the required deadline should initially apply for an extension. Such extensions should be submitted to the Faculty Office for consideration by the relevant Programme Leader who is empowered to grant an extension of up to 10 working days.
- b) Any candidate who fails to submit their assessment by the original submission date or the extended deadline authorised by the Programme Leader will be subject to the imposition of a penalty.

31.2 Application for Mitigation

- a) All applications for mitigation must be submitted on the required form which is available from the HE Registry and/or downloaded from Moodle. The application form should be submitted to the HE Registry and be accompanied by the relevant supporting evidence.
- b) All applications for mitigation should normally be submitted in advance of the submission date or time of examination.
- c) Any application which is incomplete will be returned to the applicant for completion prior to referral to the Mitigation Panel.

31.3 Supporting evidence

- a) The Mitigation Panel will only accept supporting documentary evidence from an independent qualified to make an appropriate diagnosis of the claim. For example, a letter or Medical Certificate from the relevant medical practitioner responsible for the diagnosis and/or who is providing supervision or treatment

would provide the required level of evidence. In the case of bereavement, a copy of the death certificate is normally required as evidence.

31.4 Composition of the Mitigation Panel

The Mitigation Panel will include:

- HE Registrar or HE Quality Manager (Chair)
- Student Engagement Officer
- One member of staff from the faculties
- Secretary: Senior Registry Officer nominated by the Registrar

31.5 Powers of the Mitigation Panel

- a) The Mitigation Panel may accept the following circumstances in support of a claim for mitigation:
- i) a diagnosed medical illness or condition that prevented the candidate from submitting an assessment or presenting him/herself for examination at the required time;
 - ii) a diagnosed medical illness or condition that would have impaired the candidate's performance or preparation for an examination and/or submission for assessment;
 - iii) being the victim of a crime involving personal injury or where any consequent distress would have prevented the candidate from submitting an assignment or presenting him/herself for examination at the required time;
 - iv) the death of a partner of close personal relative;
 - v) any other circumstances of a serious personal or emotional nature that would have prevented a candidate from submitting an assessment or presenting themselves for examination or submission at the required time;
 - vi) force majeure or other unpreventable event.

31.6 Outcome

- a) The Mitigation Panel may determine one of the following:
 - i) The circumstances cited would have adversely affected a candidate's performance or submission for assessment or presentation at examination and recommends the application for mitigation is upheld. The Panel should 'recommend' that the application be upheld or the Panel should 'reject' the application.
 - ii) The circumstances cited would appear to be likely to have affected a candidate's performance or submission for assessment or presentation at examination but where there is insufficient evidence or additional information is required regarding the severity, timing or duration of illness or other form of incapacity and the Panel should 'defer' a recommendation pending further clarification or further supporting evidence to substantiate the claim;
 - iii) Reject the claim on the basis there are insufficient grounds to substantiate the application.

31.7 Recommendations to Boards of Examiners

- a) All extensions to submission dates approved by the Programme Leader will be reported to the Board of Examiners.
- b) All recommendations of the Mitigation Panel will be submitted to the next available meeting of the Board of Examiners. The recommendations will identify the module(s) for which mitigation has been upheld.
- c) Where a candidate has been granted mitigation regarding absence from an examination or submission of an assignment the Board of Examiners will be asked to recommend resubmission or representation for examination at the next available opportunity. Where the Mitigation has been upheld the opportunity for resubmission or representation will be as if for the first time without any form of academic penalty.

- d) Where the Mitigation Panel upholds an application at the award stage where there is demonstrable evidence that the circumstances cited have significantly and adversely affected the candidate's performance, the Mitigation Panel may recommend the Board of Examiners consider the award of an Aegrotat. Such awards will be rare and the Board of Examiners must be satisfied that in the absence of mitigation the candidate would have fulfilled the academic requirements of the award and where it would be impractical to offer a resit opportunity and/or suspend study.

- e) Normally, and apart from the provision to recommend the award of an Aegrotat, a candidate will not be eligible for an award or fulfil the progression requirements for the next stage of the award in the absence of having satisfied the assessment requirements for the programme.

REGULATIONS GOVERNING APPEALS FOR AWARDS VALIDATED BY THE OPEN UNIVERSITY and HULL COLLEGE GROUP AGAINST DECISIONS OF THE UNFAIR MEANS PANEL

32. Appeals may only be considered based on one or both of the following grounds:

- (i) There was a procedural irregularity in the conduct of the Unfair Means Panel and/or an application of the Unfair Means Procedure.
 - (ii) Exceptional mitigating circumstances which were not known to the Unfair Means Panel when the candidate's case was considered and which can be shown to be relevant to the unfair practice. In appeals based on these grounds the applicant must show good reason why such mitigating circumstances were not made known to the Unfair Means Panel.
- a) Any appeal against the decision of the Unfair Means Panel must be submitted to the Registrar no later than ten working days following receipt of the Board's decision. Simple notice of appeal given in writing by an applicant within the above deadline shall not be deemed to constitute an appeal proper and shall not be accepted.
 - b) The Assistant Principal (HE) is required to dismiss an appeal which is based wholly on factors which were known to the Unfair Means Board when the penalty was imposed.

The Appeals Panel will comprise:

- Chair
 - Two members of HE Academic Board
 - A member of the Student Union Executive
 - Secretary: Registrar's nominee
- c) The Appeals Panel shall base its decision on the evidence of the applicant's submission and the testimony of the Chair of the Unfair Means Board

concerned, together with any further evidence which it considers relevant including medical evidence where appropriate.

- d) The Chair of the Appeal Panel will consider the application and any supporting evidence to determine if there is a prima facie case to support the appeal. If the Chair decides there is prima facie evidence the Chair will authorise the Registrar to convene a board hearing.
- e) An applicant shall have the right to request a hearing by the Appeals Panel. The College shall have discretion as to whether the Registrar will grant such a request. If a request to appear in person is granted, the Registrar will inform the applicant of the time and date of such a hearing and that he/she may be accompanied by a member of academic staff or by a student.
- f) The Registrar will notify the applicant and Chair of the Unfair Means Panel the final outcome as appropriate.
- g) If an appeal is upheld, the Registrar in consultation with the Chair of the Board of Examiners shall arrange for the publication of the supplementary pass-list.
- h) If, as a consequence of successful appeal, a candidate is regarded as having qualified for his/her award, such a candidate shall be admitted to his/her degree at the succeeding Award Ceremonies following ratification of the Appeals Panel and the Chair of the Board of Examiners.
- i) On completion of the Appeals process the Registrar will issue the completion of procedures letter.
- j) If a candidate's appeal is upheld and he/she remains dissatisfied with the outcome such a candidate has a final right of appeal to the Open University or Office of the Independent Adjudicator (OIA).
- k) The Open University or OIA will only consider appeals providing a candidate can demonstrate he/she has exhausted the College's internal procedures. A copy of the Completion of Procedures letter issued by the Registrar should be appended to the formal final appeal to the Open University or OIA.

Hull College HE Procedure for Unfair Means on HE Programmes (HE 1.17)

33. Procedure Introduction

These procedures apply to any student alleged to have employed unfair means in their assessment who is undertaking a HE Programme.

All allegations of unfair means shall be investigated in accordance with these specific procedures

33.1. Definitions

'Unfair means' shall be defined as any conduct by a student which is intended to gain an illegitimate advantage or benefit for him/herself or another or which may create a disadvantage or loss for another.

This procedure shall apply whether the student acted alone or in conjunction with another or others, and shall include conduct which is attempted, and or attempting to induce or coerce another or others, whether they are students of the College or not.

This procedure applies all methods of assessment including a formal examination, coursework or any other form of assessment.

Examples of unfair means include the following:

Cheating

- Taking unauthorised materials into the examination room;
- Copying or attempting to copy the work of another student,
- Gaining unauthorised access to the examination questions in advance of their release;

- Impersonating another student during an examination or other assessment related event and/or submitting work which has been produced in whole or in part by another person or their behalf;
- Enables another student to copy all or part of his/her own work.

Falsification

- Presenting, data or falsifying information which has not been conducted by the student or has been obtained by unfair means;
- The falsification of references or supporting data.

Plagiarism

- Presenting work and/or or ideas which purports to be the student's own which is derived from another source without acknowledgement (this applies to a wide range of sources including written, electronic, graphical, diagrams, mathematical proofs and internet sources).

Collusion

- Collaborates with another student or individual for the purpose of submitting work as if it were entirely his/her own or that of the other student.

Other

- Using false statements, or presenting false evidence, in support of a request to withdraw from an examination, obtain an assessment extension, or application for mitigation
- Falsifying a transcript or other official document.

33.2 Under Examination Conditions:

- i. A student suspected of unfair means in a formal examination or timed constrained test will be informed by the Invigilator that the circumstances will be reported to the HE Quality Manager. Such a student may continue with the examination and any subsequent examination(s) without prejudice to any investigation or judgement of the Unfair Means Panel. An Invigilator who suspects a student is engaging in unfair practice must confiscate any relevant material (such as unauthorised notes or equipment), retain any evidence and submit a written report in accordance with the Instructions for Invigilators. The Invigilator will also initial the examination script at the point of the detection of the unfair means.

33.3 Stages of Procedure

33.31 INFORMAL STAGE

The purpose of the Informal Stage is as follows:

- i. To inform the student of the allegation
- ii. To allow a discussion about the allegation to take place between the student and tutor

Supporting evidence including a Notification of an Allegation of Unfair Practice and all relevant information relating to an alleged offence must be completed by the tutor and submitted to HE Registry for Stage One Investigation and Panel.

Supporting evidence includes the following:

- The original source material;
- Written statement from the individual making the allegation;
- In the case of suspected plagiarism or collusion, the student(s) work cross referenced against the source material and the results of detection reports (such as a Turnitin report).

33.4 INVESTIGATION AND PANEL

The purpose of the Stage One Investigation and Panel is as follows:

- i. To determine whether or not an assessment offence has been committed and;
- ii. To dismiss the case on the grounds that no offence has been committed and no further action is required or;
- iii. To advise and counsel the student where the case constitutes poor academic practice rather than an assessment offence.
- iv. On receipt of an allegation, the HE Quality Manager or designate must decide whether the student is eligible for a caution. Each student is eligible for a caution during the first level of their academic studies.
- v. To determine that the student is guilty of an offence and recommend a penalty in accordance with the tariff of penalties detailed in Appendix One.

Composition of the Panel

The Panel will comprise:

The HE Quality Manager (Chair)

Two members of academic staff, one from each Faculty not directly involved in the teaching or supervision of the student who has not already been involved in the case in question.

Note: The Registry will assign a Secretary to the Panel who will be responsible for issuing the notice of the hearing and minuting the meeting.

The student shall be informed in writing of the time, date and venue of the Unfair Means Panel, at least 14 days in advance of the hearing, such notice to include the details of any witness or other party to be called by the Panel and a copy of any relevant statement made by the said witness or other party. The student will be asked to confirm their attendance to the Secretary within five working days from the notification of the hearing.

The student shall have the right to be heard in person by the Panel, and to be accompanied by a 'friend', who shall be a member of the College.

The student shall be entitled to waive the right to attend, by notifying the HE Registry in writing, in which case the Panel shall proceed in the student's absence. If the student admits to the offence and opts not to attend, he/she may submit a statement by way of explanation or mitigation providing it is received within five working days from the notification of the hearing.

If the student responds and provides a legitimate reason for being unable to attend on the specified date, the hearing shall be re-arranged. If no legitimate reason (as determined by the Chair) is given for non-attendance the hearing shall take place on the date notified.

33.5 Proceedings

The Panel will initially meet in private to discuss the nature of the alleged offence, the presentation of evidence and any matters requiring further clarification or elucidation.

If the Chair of the Panel determines that there is no *prima facie* evidence, the matter shall be deemed closed and this shall be reported in writing to the student and the person or persons making the allegation within five working days. In the case of suspected plagiarism or collusion, where it is a first offence and depending on the nature and extent of the unattributed work, the findings may constitute poor academic practice leading to a caution. In such instances, the student should receive appropriate academic counselling. The student will be asked to resubmit the work, ensuring it is correctly referenced and resubmit by a given deadline (Level Four students only), but without the imposition of a capped penalty. Any further alleged assessment offence will not be considered poor academic practice but will automatically proceed to full investigation.

If there is *prima facie* evidence the Panel shall proceed to:

- Summarise the allegation and any supporting evidence;
- Give the student the opportunity to admit or deny the allegations in any such response; and
- Where the allegation is admitted, giving the student the opportunity to make any statement by way of explanation or mitigation;
- Determine the penalty or penalties to be imposed. Any statement by way of explanation or mitigation, submitted with such an admission shall be considered by the Board in determining the penalty.

The Panel shall be empowered to call any witness or other person whom it deems qualified to provide relevant evidence. Other than in exceptional circumstances as defined by the Panel, the student shall be entitled to be present while such evidence is presented, and thereafter to ask the witness fair and relevant questions. Where the Panel deems it inappropriate to allow

the student to be present, the student shall afterwards be fully appraised of the evidence given by the witness, and may be permitted to have questions put to the witness by the Panel in his or her absence.

The Chair will invite the student to present their case if he or she wishes to do so including any circumstances he/she wishes the Panel to take into consideration. The Chair will invite members to raise any questions or seek clarification on any of the information presented by the student.

Once the Panel is satisfied that sufficient evidence has been presented and the student been given fair and reasonable opportunity to respond, the Panel shall consider its decision in private to determine whether or not the allegation has been proved and, if proven, to determine a penalty in accordance with the penalties tariff (Appendix 1).

Adjournment

The Panel may adjourn to enable a student to be present at the hearing or to obtain further information or supporting evidence material to the case.

33.6. Standard of Proof

The Unfair Means Panel shall be required to determine, by way of unanimous decision, whether the allegation has been proven. The Chair of the Panel shall be the arbiter of whether this standard of proof has been satisfied. If the Panel is satisfied that the standard of proof has been satisfied, it shall determine the recommendation of penalty in accordance with the following tariff of penalties (see Appendix 1).

If the allegation is not proven, the matter shall be deemed closed.

33.7 Two Allegations in One Assessment Period

If a student has two allegations in one assessment period, for example at the end of the academic year around the Board of Examiners and the allegations are brought to one Unfair Means Panel, the Panel will make the decision to which module/unit has the second penalty applied based on the evidence provided.

In applying a penalty the general principle will be that items of assessment which contribute to the same component mark will be considered as a single item or instance. The reasons for the application of the penalty to a module/unit will be explained to the student by the Chair of the Panel.

33.8 Findings

The student shall be informed in writing of the decision made by the Panel, any penalties imposed and any recommendation to be made to the Board of Examiners.

Depending on the nature of the offence, the student shall receive further tutorial advice on good academic practice and acceptable referencing conventions appropriate to the particular discipline.

33.9 Appeals

The student must notify the HE Registrar within ten days of the Panel decision being served in writing.

The appeal is only eligible on grounds relating to the procedure leading to the decision. There is no challenge to the finding of proof, judgement or penalty.

Penalties which may be applied for cases of Unfair Means which are found

As a general principle, three cases found will usually lead to the recommendation to Academic Board for termination from the programme

Level	Type of Offence	First Offence	Second Offence	Third Offence
All Levels	Caution (Level Four students only)	Opportunity for resubmission, student must amend work so that it is correctly referenced and resubmit by a given deadline. Access to full range of marks. If work is not resubmitted by the deadline, a mark of zero will be awarded.	N/A	N/A
All Levels	Unfair Means in exam	Exam given 0. Opportunity for retake, mark capped at 40%	Termination of programme	N/A
All Levels	Collusion	Element given 0. Opportunity for resubmission, mark capped at 40%	Module given 0. Opportunity for resubmission, module capped at 40%	Termination from programme
All Levels	Falsification	Element given 0. No right to resubmission, retake of full module.	Termination of programme	N/A
All Levels	Plagiarism	Element given 0. Opportunity for resubmission, mark capped at 40%. Guidance and support on academic conventions.	Module given 0. Opportunity for resubmission, mark capped at 40%. Guidance and support on academic conventions	Termination from programme
All Levels	Ghosting / Impersonation	Module given 0. Opportunity for resubmission, mark capped at 40%. Guidance and support on academic conventions.	Module given 0. No right of opportunity to resubmission, retake of full module.	Termination from programme

In each situation where a case is found, a letter with the penalty will be sent to the student with a copy of this appendix referred to so that the consequences of further offences are clear. On some courses where coursework for assessment is not of a written form, e.g. including work of a practical or creative nature, the type of plagiarism, ghosting or impersonation may need to be defined. This will be expected to be recorded as part of this procedure.

SECTION F –

REGULATIONS

GOVERNING THE

APPOINTMENT OF

EXTERNAL EXAMINERS

REGULATIONS GOVERNING THE APPOINTMENT OF EXTERNAL EXAMINERS

34. Introduction including nomination and approval process

- a) An External Examiner will be appointed for each programme leading to an award. Where the College is the awarding authority, the College has full responsibility for the nomination and appointment process and the terms of appointment. For those programmes where the College is not the awarding body the specific regulations and/or procedures of the relevant awarding body will apply.
- b) The HE Academic Quality and Standards Committee is responsible for scrutinising and approving applications and acts in this capacity under delegated authority from the HE Academic Board. Where the College is not the awarding body, the Committee considers any nominations prior to submission to the relevant awarding body. Further details of the procedure are given in HE1.13 Nomination and approval of External Examiners published on the Portal.

34.1 Terms of appointment

- a) The precise number of External Examiners will depend on the range of subject expertise and overall workload. A second External Examiner may be appointed where it is necessary to have a range of expertise such as research or professional practice. A Chief External Examiner may be appointed as part of a team of approved External Examiners.
- b) In accordance with national guidance, examiners will be appointed for three academic years with a further opportunity for an extension on an exceptional basis only. Such an extension will normally be limited to those instances where it is necessary to provide continuity such as when a programme is being discontinued. In considering and approving nominations, the HE Academic Quality and Standards Committee is required to assure itself there is no conflict of interest associated with the specific applicant. The AQSC will consider each application in accordance with the stated criteria given in Paragraph 5 which follows the national guidelines referred to in Chapter B7 of the UK Quality Code.

- c) An External Examiner who has already acted in such a capacity for the same or cognate programme may not be re-appointed until five years have elapsed from their last appointment.

34.2 Extension of appointment

- a) In certain circumstances it may be necessary to extend an External Examiner's appointment, in which case an application for such extension must be submitted for consideration by Academic Quality and Standards Committee. A clear rationale for seeking an extension must be provided on the relevant section of the application form.
- b) An extension of tenure will be limited to a maximum of twelve months following the expiry date from the commencement of appointment.

34.3 Termination of appointment

- a) Where the college has awarding responsibility it reserves the right to terminate the appointment of an External Examiner at any time but in a manner that does not compromise the integrity of the assessment process, standard of awards and safeguards the interest of students.
- b) Reasons for the termination of appointment include:
- failure to attend a Board of Examiners without good cause or to submit a report within the required reporting timescales;
 - a conflict of interest has arisen during the period of tenure thereby necessitating a replacement;
 - unexpected illness or other grave cause preventing an External Examiner from continuing with their duties;
 - in the rare event where the External Examiner's ability to fulfil their duties is brought into question.
- c) Wherever possible the termination or resignation of an External Examiner will take place within a reasonable notice period and within an appropriate point within the assessment cycle. In those circumstances where the Examiner is

unable to fulfil their duties and/or the College is compromised in discharging its responsibilities the Registrar should be informed immediately. In such circumstances, the Registrar is responsible for informing the HE Academic Board and agreeing an appropriate plan of action.

34.4 Criteria for appointment

a) The criteria for the appointment of External Examiners takes account of relevant External reference points including the UK Quality Code, Higher Education Academy (HEA) guidance and recognised practice. To be eligible for appointment all External Examiners must be able to satisfy the following criteria and may not hold more than two concurrent appointments:

- have relevant subject and assessment experience appropriate to the programme/modules for which he/she has oversight;
- have evidence of relevant scholarly activity and/or professional practice relevant to the subject areas being examined;
- where it is essential to have an External Examiner in relevant professional practice or employment he/she will not normally be the sole External Examiner;
- have previous external examining experience of a course at a comparable level within the FHEQ appropriate to the subject area; if in all other respects the proposed examiner is appropriately qualified, an experienced mentor will be appointed where an External Examiner does not have any prior experience of external examining;
- where an examiner is retired there must be evidence of engagement in the discipline or relevant area of professional practice including teaching and assessment.

b) The following individuals are excluded from appointment as External Examiners:

- any former member of staff or student within the last five academic years;

- a governor, College employee or from a partner institution or anyone with a close academic or professional association with the institution or programme team;
 - where he/she is a personal friend, relative or in a personal relationship with any member of the programme team;
 - a former External Examiner of the course or from a closely aligned subject area within the last five academic years;
 - anyone who is already an External Examiner at an institution which is one of the College's awarding bodies or collaborative partners;
 - an External Examiner from the same institution or department as the outgoing External Examiner or any form of reciprocal arrangement involving cognate programmes at another institution.
- c) The above exclusions constitute a conflict of interest and cannot be waived in any circumstance. All applicants will be asked to sign a declaration confirming that none of the above apply as part of the nomination and approval process.
- d) As part of the conditions of appointment an External Examiner will be asked to notify the Registrar if there are changes to their employment, personal circumstances or business or professional activities that may subsequently constitute a conflict of interest. The Registrar will then advise on any subsequent actions including where necessary arrangements to appoint a replacement.

34.5 Role of the External Examiner

- a) The role of the External Examiner is:
- to advise the College and make recommendations on whether a programme is maintaining the threshold academic standards in

accordance with the Framework for Higher Education Qualifications, relevant subject benchmark statement(s) and established academic consensus within the area being examined;

- that the assessment process is conducted rigorously and fairly in accordance with the programme's stipulated learning outcomes, assessment criteria and regulatory framework;
- to confirm that academic standards are being maintained and student performance and achievement is consistent with those on comparable programmes at the relevant level within the FHEQ;
- to review draft summative assignments and/or tests and project specifications, marking schemes/criteria and sample assessed work to ensure assessment criteria have been applied consistently and in accordance with the programme requirements;
- to attend meetings of Boards of Examiners to ensure recommendations for awards are made in accordance with the programme and institutional regulations and to endorse individual outcomes;
- to report annually on student performance and academic standards identifying any areas of good practice or areas to be addressed.

34.6 Serious Concerns

- a) If the External Examiner has a serious concern about the academic standards of a programme he/she may write directly to the Chief Executive as the head of the institution. In such cases, the CEO will ensure the reported concerns are investigated and resolved. The concerns and suggested response will require the approval of the HE Academic Board. Once approved by HE Academic Board, the Registrar will submit that response to the External Examiner. HE Academic Board will also determine any subsequent monitoring and reporting of any agreed actions and developments.

34.7 QAA Concerns Scheme

- a) Where an External Examiner has a serious concern relating to systemic failings with the academic standards of a programme and he / she has exhausted all

internal processes he / she may invoke the QAA Concerns Scheme and / or where relevant inform the appropriate professional body.

SECTION G –

REGULATIONS

GOVERNING THE

CONDUCT OF

EXAMINATIONS

REGULATIONS FOR CANDIDATES SITTING FORMAL EXAMINATIONS OR TESTS UNDER EXAMINATION CONDITIONS.

35. These Regulations apply to all formal, written examinations.

- a) Candidates must be able to identify themselves to the invigilator by the presentation of their photo ID.
- b) A candidate must use their candidate identification number on all examination booklets.
- c) No candidate is permitted to enter the examination room more than half an hour after the start of the examination. However, if a candidate arrives after the first half hour has passed, the invigilator may use his/her discretion in extending the time limit provided no other candidate has left the room.
- d) No candidate is allowed to leave the examination room in less than fifteen minutes before the examination is scheduled to finish in order to avoid disturbing other candidates who are completing their papers. A candidate wishing to leave the examination room temporarily must notify the Invigilator who will arrange for the candidate to be escorted. Any candidate who leaves the examination room without permission of the Invigilator shall be deemed to have withdrawn from the examination and will not be re-admitted.
- e) Any materials permitted to be taken into the room shall bear no marks or notes of any kind.
- f) If a candidate is excluded from the examination room under this Regulation he/she should in his/her own interest report to staff in the College Examination Office.
- g) Any irregularities of conduct within the examination room will be reported and the invigilator may order a candidate to leave the examination room.
- h) With the exception of mitigating circumstances or medical reasons, a candidate who fails to be present for the examination will be deemed to have failed in that part of the examination. Misreading of the examination timetable

will not be accepted as sufficient reason. If, for any reason, a candidate is unable to attend an examination as a consequence of illness a candidate should apply for consideration by the Mitigation Panel.

- i) Candidates are not allowed to take into the examination room any books, papers, calculators, devices which may emit noise or which are likely to disturb other candidates or any information storage and retrieval device, unless permitted, in the examination rubric for the particular paper.
- j) Should a candidate find that there is a printing error in a question paper, the candidate should inform the invigilator as soon as possible.
- k) Smoking or eating is not allowed in examination rooms.
- l) At the end of examination candidates must remain seated until permitted to leave by the Invigilator and permission will only be granted when all scripts have been collected and checked.

REGULATIONS GOVERNING THE INVIGILATION OF EXAMINATIONS

36. It is the responsibility of the invigilator to ensure proper conduct within the examination room and that the examinations are conducted in accordance with these regulations and any relevant requirements of the awarding body.

- a) Invigilators must remain in the examination room throughout the examination except when their duties require them to leave.
- b) Invigilators shall be responsible for the following specific tasks:
- The safekeeping and distribution of the examination papers in the room.
 - At the start of the examination, the senior invigilator will invite candidates to ensure that they have in front of them the correct examination paper.
 - Make all other necessary announcements.
 - Thirty minutes after the start of the examination, the Invigilator shall check the Candidate photo ID to verify the identity of the candidates. Candidates who do not have the photo ID will be instructed to comply with the necessary procedures for verification of identity.
 - The Invigilator shall complete in the “Absentee List” which will be returned to the Examinations Office together with the examination scripts.
 - Where a candidate is suspected of cheating the invigilator shall, after informing the Examinations Officer, warn the candidate that a report will be made. The candidate shall then be permitted to finish the paper. A full report of the circumstances shall be made to the Higher Education Registrar immediately after the examination.
 - If a candidate is causing disturbance to other candidates, the Invigilator may require the candidate to leave the examination room.
 - Any candidate who requires to leave the examination room temporarily for any reason must be accompanied by an Invigilator.

ANNEX A: Approved Variations to Regulations

BA (Hons) Architecture:

Due to the Professional, Statutory and Regulatory Body (PSRB) requirements of the Architects Registration Board (ARB) and the Royal Institute of British Architects (RIBA) which apply to this programme, candidates are required to achieve a pass mark of 40% in all components and all modules, and are not eligible to pass by compensation any component or module which falls below 40%.

ANNEX B: Glossary of Terms

Academic Year - Normally, a 12 month period, beginning in September for UG and PGT, in which programmes are taught and assessed.

AP(E)L - Accreditation of Prior (or Experiential) Learning: The identification, assessment and formal acknowledgment of learning and achievement that occurred prior to entry to a programme. This may not be in the context of formal education or training and could be experiential instead.

ARB - Architects Registration Board

Assessment/Reassessment - Process by which a judgment can be made as to whether a standard of attainment has been achieved, when judged against the intended learning outcomes.

Award - The degree, certificate or diploma which is conferred following the successful completion of a defined programme of study.

Certificate of Higher Education (CertHE) - An undergraduate award of 120 credits, at FHEQ level 4, usually as an exit award or as an award for continuing professional development.

Compensation - Where students have failed to achieve the required standard to pass a course unit and they are within the designated compensation zone, their mark can be compensated, for credit only. The original mark will stand.

Credit - A measure of work required to successfully complete a course unit or programme. One credit corresponds to a notional 10 hours of student workload.

Diploma of Higher Education (DipHE) - An undergraduate award of 240 credits, at FHEQ level 5, usually as an exit award or an award for continuing professional development.

Examination Board - A chaired forum, with Faculty and External representation, which ensures the standards of the marking and awards in accordance with institutional policy and regulation.

External Examiner - An academic from a peer university who is paid a fee for undertaking moderation duties. External Examiners play a major role in the maintenance of academic standards and in ensuring rigorous but fair assessment of students.

Fail - When a student does not meet the intended learning outcomes of a course unit or programme of study and is therefore not eligible to be awarded the credit or to receive an award.

FHEQ – Framework for Higher Education Qualifications

HCG – Hull College Group

Mitigating Circumstances - Unanticipated circumstances relating to the student's achievement in any particular assessment. The process is set out in guidance on applying for and approving mitigating circumstances.

Ordinary Bachelors Degree - An undergraduate award of 300 credits, 60 of which must be at FHEQ level 6.

OU – Open University

Pass - Where a student has achieved the intended learning outcomes at course unit level and has been awarded the credit, without compensation.

Programme - A cognate programme or course of study, made up of approved course units (compulsory or optional) with agreed intended learning outcomes, the details of which are contained within the Programme Specification and Student Handbook, which define modes of delivery and agreed assessment methods. Undergraduate programmes are 'usually' 120 credits at FHEQ level 4, 5 & 6. A Masters programme is 'usually' 180 credits at FHEQ level 7.

Programme Specification - The definitive, approved programme details.

Progression/ Progress - For undergraduate students this refers to the transition between FHEQ levels 4 to 5 & 5 to 6 for bachelor degrees.

PSRB - Professional, Statutory and Regulatory Body, these are external bodies which accredit Professional programmes, who may require stricter rules and regulations in order to meet standards.

Registration - The process by which an individual becomes a student of the University.

Resit – student is allowed to resit an assessment in that particular year with the mark capped at 40%.

Retake – the student is allowed to retake modules/module with the full range of marks available.

RIBA - Royal Institute of British Architects

Unfair Means - relate to acts (or attempted acts) committed by the student(s) in order to obtain, or attempt to obtain, an illegitimate or unpermitted advantage (whether for themselves or for a third party).